

Dodge County Board of Supervisors
April 19, 2016 – 9:00 a.m.
Administration Building - Juneau, Wisconsin

The Organizational Session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 9:00 a.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors being in attendance.

Supervisors were sworn in by Karen J. Gibson, County Clerk, and the Clerk read the Statement of Election. Chairman Kottke introduced and welcomed the new members to the Board: Ed Benter, Richard Bennett, Stephanie Justmann, Jeremy Bartsch, Jeffrey Caine, Cathy Houchin, Becky Glewen, and Michael Malloy.

A motion was made by Supervisor Schraufnagel and seconded by Supervisor Duchac to approve the minutes of the March 15, 2016, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

Formal Action Regarding Secret Ballots

Supervisor Derr made a motion to use secret ballots to elect the County Board Chairman, the 1st Vice Chairman, and the 2nd Vice Chairman. Supervisor Schmidt seconded the motion. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

Election

Chairman Kottke called for nominations for Chairman. Supervisor Muche nominated Supervisor Kottke. Supervisor Miller nominated Supervisor Maly. Chairman Kottke closed nominations and chose Supervisors Derr, Justmann, and Duchac as ballot clerks. After the ballots were cast, the ballot clerks retired to tally the votes. The votes were cast as follows: Supervisor Kottke – 19 and Supervisor Maly – 14, thereby electing Chairman Kottke. Chairman Kottke thanked the board for their continued support.

Chairman Kottke opened the nominations for 1st Vice Chairman. Supervisor Miller nominated Supervisor Maly. Supervisor Bischoff nominated Supervisor Frohling. Chairman Kottke closed nominations and chose the same ballot clerks. After the ballots were cast, the ballot clerks retired to tally the votes. The votes were cast as follows: Supervisor Maly – 14 and Supervisor Frohling – 19, thereby electing Supervisor Frohling as 1st Vice Chairman.

Chairman Kottke then opened nominations for 2nd Vice Chairman. Supervisor J. Bobholz nominated Supervisor Miller. Supervisor Johnson nominated Supervisor Maly. Supervisor Uttke nominated Supervisor Berres. Chairman Kottke closed the nominations and chose the same ballot clerks. After the ballots were cast, the ballot clerks retired to tally the votes. The votes were cast as follows: Supervisor Miller – 7, Supervisor Maly – 20, and Supervisor Berres – 6, thereby electing Supervisor Maly as 2nd Vice Chairman.

Chairman Kottke then opened nominations for Four Members – At-Large to the Executive Committee. Supervisor Johnson nominated Supervisor Marsik. Supervisor J. Bobholz nominated Supervisor Miller. Supervisor Uttke nominated Supervisor Berres. Supervisor Maly nominated Supervisor Johnson. Supervisor Frohling nominated Supervisor Schmidt. Chairman Kottke closed nominations and chose the same ballot clerks. After the ballots were cast, the ballot clerks retired to tally the votes. The County Clerk was advised by the tally clerks that there was a ballot cast with two ballots

attached. Supervisor Benter confirmed this was his ballot and the Clerk returned the ballot to the tally clerks. At this time, the County Clerk distributed a voluntary demographics survey from the Wisconsin Counties Association to each board member. Question by Supervisor Berres regarding the survey answered by the County Clerk. The votes were cast as follows: Supervisor Marsik – 23, Supervisor Miller – 24, Supervisor Berres – 24, Supervisor Johnson – 20, and Supervisor Schmidt – 23, thereby electing Supervisors Marsik, Miller, Berres, and Schmidt to the Executive Committee.

Chairman Kottke then opened nominations for Five Members to the Highway Committee. Supervisor Schmidt nominated Supervisor Nelson. Supervisor Johnson nominated Supervisor Caine. Supervisor Marsik nominated Supervisor Johnson. Supervisor Schaefer nominated Supervisor Muche. Supervisor Muche nominated Supervisor Duchac. Supervisor Frohling nominated Supervisor Berres. Supervisor Miller nominated Supervisor J. Bobholz. Chairman Kottke closed nominations and chose Supervisors Derr, Justmann, and Marsik as ballot clerks. After the ballots were cast, the ballot clerks retired to tally the votes. The votes were cast as follows: Supervisor Nelson - 22, Supervisor Caine – 20, Supervisor Johnson – 21, Supervisor Muche – 24, Supervisor Duchac – 19, Supervisor Berres – 22, and Supervisor J. Bobholz– 16, thereby electing Supervisors Nelson, Caine, Johnson, Muche, and Berres to the Highway Committee.

Chairman Kottke called upon the Board to take formal action to select Annette Thompson, Dodgeand School District Superintendent, as a member of the UW-Extension Education Committee. A motion to select Annette Thompson as member of the UW-Extension Education Committee was made by Supervisor Behl and seconded by Supervisor Caine. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

Chairman Kottke then opened nominations for Four Members to the UW-Extension Education Committee. Supervisor Miller nominated Supervisor Behl. Supervisor Behl nominated Supervisor Bischoff. Supervisor Greshay nominated Supervisor Bennett. Supervisor Schmidt nominated Supervisor Nelson. Supervisor Schraufnagel nominated Supervisor Adelmeyer. Chairman Kottke closed nominations and chose the same ballot clerks. After the ballots were cast, the ballot clerks retired to tally the votes. The votes were cast as follows: Supervisor Behl – 29, Supervisor Bischoff – 31, Supervisor Bennett – 20, Supervisor Nelson – 25, Supervisor Adelmeyer – 19, thereby electing Supervisors Behl, Bischoff, Bennett, and Nelson to the UW-Extension Education Committee.

Chairman Kottke called upon Supervisor Miller, Chairman, Law Enforcement Committee who called on Sheriff Dale Schmidt who gave a presentation on the 2015 Sheriff's Office Annual Report. Question by Supervisor Derr answered by Sheriff Dale Schmidt. Comment by Supervisor Caine.

The Chairman called for a 5 minute recess at 10:39 a.m.

The Board reconvened at 10:50 a.m. by order of the Chair. Chairman Kottke called for the following Resolutions, Report, and Claims to be read by the Clerk and acted upon by the Board:

Resolution No. 16-1 County Board Rules – Executive Committee. A motion for adoption was made by Supervisor Frohling and seconded by Supervisor Maly. At this time, Supervisor Miller made a motion to amend Rule 30 by adding paragraph E. immediately after paragraph D. “The Dodge County Clerk shall include in the meeting packet for each regular meeting of the Executive Committee and for each regular meeting of the County Board, the monthly report entitled *Dodge County Paid Vouchers \$10,000 Or More.*” Supervisor Maly seconded the motion to amend. Question by Supervisor Derr answered by Supervisor Miller. The vote was cast with 31 ayes and 2 noes, thereby adopting the amendment.

Ayes: Benter, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Bennett, Justmann, Uttke, Adelmeyer, Muche, Bartsch, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Malloy, Maly, Hilbert, Miller, Stousland, Derr, Glewen. Total 31.

Noes: Greshay, Schaefer. Total 2.

Question by Supervisor Bartsch regarding the rule change to the Finance Committee paragraph answered by Supervisor Berres. The vote was cast with all voting in the affirmative, thereby adopting the Resolution as amended.

Resolution No. 16-2 General Fund Transfer - \$128,800 – Engage Engberg Anderson Architects to provide Architectural Design Services for the Detention Facility Pipe Removal and Replacement Project – Building Committee. A motion for adoption was made by Supervisor Schmidt and seconded by Supervisor Miller. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 16-3 Authorize Purchase of One Tractor with Side and Rear Flail Mowers – Highway Committee. A motion for adoption was made by Supervisor Muche and seconded by Supervisor Johnson. Question by Supervisor M. Bobholz answered by Supervisor Johnson. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Report No. 1 Resolution 16-04 – Unfavorable Report on Petition of Rudy Zahn – Section 21, Town of Oak Grove – Planning, Development and Parks Committee. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Schaefer. Questions by Supervisors Greshay and Berres answered by Chairman Kottke and Supervisor Schaefer. The vote was cast with all voting in the affirmative, thereby adopting the Report and Resolution.

Claim No. 1 A claim by Barbara Schuett for money damages in the amount of \$3,780.19, for costs to repair a 2007 Chevrolet Silverado pickup truck (pickup truck) was received in the Office of the Dodge County Clerk on March 2, 2016. The Clerk read a report from the Executive Committee recommending the claim be disallowed. A motion to approve the disallowance was made by Supervisor Marsik and seconded by Supervisor Nickel. Comment by Supervisor Muche. Question by Supervisor Malloy answered by Chairman Kottke. The vote was cast with 31 ayes and 2 noes thereby disallowing the claim.

Ayes: Benter, Kottke, Nelson, J. Bobholz, Marsik, Bennett, Greshay, Justmann, Schaefer, Adelmeyer, Muche, Bartsch, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Malloy, Maly, Hilbert, Miller, Stousland, Derr, Glewen. Total 31.

Noes: M. Bobholz, Uttke. Total 2.

Claim No. 2 A claim by Progressive Universal Insurance Company (Progressive), as subrogee of Timothy D. Henson, Jr. (Mr. Henson), for recovery of Progressive's loss in the amount of \$12,145.15, and for recovery of Mr. Henson's insurance policy deductible amount of \$1,000, for a total of \$13,145.15, was received in the Office of the Dodge County Clerk on March 28, 2016. The Clerk read a report from the Executive Committee recommending the claim be disallowed. A motion to approve the disallowance was made by Supervisor Bischoff and seconded by Supervisor Adelmeyer. The vote was cast with 32 ayes and 1 no thereby disallowing the claim.

Ayes: Benter, Kottke, M. Bobholz, Nelson, J. Bobholz, Marsik, Bennett, Greshay, Justmann, Schaefer, Adelmeyer, Muche, Bartsch, Johnson, Schraufnagel, Bischoff, Caine, Behl, Berres, Houchin, Roesch, Frohling, Schmidt, Duchac, Nickel, Malloy, Maly, Hilbert, Miller, Stousland, Derr, Glewen. Total 32.

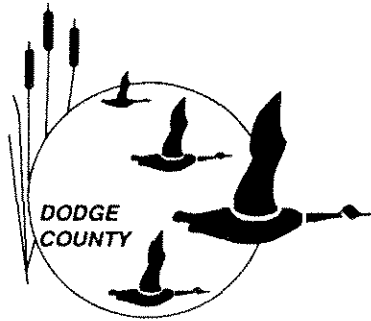
No: Uttke. Total 1.

The Clerk noted the following had been placed on the Supervisor's desks: an invitation from Supervisor Miller for tours of the Dodge County Sheriff's Office Facilities, 2015 Annual Reports from the Sheriff's Office, Register of Deeds, Land Resources and Parks Department, and Highway Department, the Aging and Disability Resource Center Newsletter, an invitation to Clearview's Home and Garden Sale, and an updated County Board member listing. The Chairman ordered these be placed on file.

Supervisor Frohling invited all to attend the Alice in Dairyland finale to be hosted by Dodge County on May 5-7, 2016 in Watertown. Tickets are available through the UW Extension Office.

At 11:10 a.m. Supervisor Frohling made a motion to recess until May 17, 2016 at 7:00 p.m. Supervisor Hilbert seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.



ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

**County Project and Issue Update
Volume 17 May 2016**

Regional Collaboration Efforts – Economic Development: On May 2nd, the Executive Committee heard a presentation by Genevieve Coady, Executive Director of the Jefferson County Economic Development Consortium (JCEDC) and Ben Wehmeier, Jefferson County Administrator regarding an opportunity for Dodge County to join the Glacial Heritage Development Partnership. Included in the meeting packet material are the April 22, 2016 memo from Executive Director Coady outlining the proposal and three partnership scenarios along with the Strategic Initiative 2017-2021. Consensus of the Executive Committee is to continue to explore the partnership with a preference leaning towards scenario three. The Executive Committee also discussed hosting a presentation for officials of Dodge County municipalities. The tentative date is Tuesday June 14th.

Mid-Wisconsin Federated Library System (MWFLS): The Merger Study Committee met on May 5th. The focus of the meeting was the governance structure and the potential system fee distribution among libraries resulting from a merger. On May 5th, the Merger Study Committee made two recommendations to the negotiation team.

The recommendations are:

- **Voting Structure**: votes allocated by a library Directors certification level – Certification is a library standard based on municipal population.
Level 1 = population 6,000 plus: 3 votes per library (13 libraries)
Level 2 = population 3,000 – 5,999: 2 votes per library (7 libraries)
Level 3 = population 2,999 and lower: 1 vote per library (13 libraries)
Based upon combined certifications there would be 66 votes in a merged system. The recommendation is to require a $\frac{3}{4}$ majority (50 votes) to approve a motion.
- **Fee Structure**: The recommendation is based on a combination of a fixed buy in of \$4,250 per library; population and per capita cost. The recommendation is to acknowledge the fiscal challenges of the smaller member libraries and their ability to absorb higher system costs.

The next meeting of the negotiation team is scheduled for Monday May 23rd in West Bend. The May 23rd meeting will provide a good indication of the direction of the proposed system merger.

Human Service Director Recruitment: The recruitment is in process, with a May 20th deadline for applications. Tentatively, first round interviews are scheduled for the week of June 6th, followed by second interviews the week of June 13th. My plan is for the interview panel to consist of Human Resource Director Sarah Eske; one or two members of the Human Service & Health Board and hopefully a Human Service Director or Assistant Director from a nearby county. Best case scenario is to be able to present a Resolution confirming the Human Service & Health Director appointment to the July 19th County Board meeting.



TO: JAMES MIELKE, DODGE COUNTY ADMINISTRATOR
FROM: GENEVIEVE COADY, JCEDC EXECUTIVE DIRECTOR
SUBJECT: JCEDC STRATEGIC INITIATIVE
DATE: FRIDAY, APRIL 22ND, 2016
CC: RUSSELL KOTTKE, DODGE COUNTY BOARD CHAIRMAN
DAVID FROHLING, DODGE COUNTY BOARD MEMBER

Dear Jim,

Enclosed is the requested information for two different scenarios for Dodge County to join the Glacial Heritage Development Partnership (GHDP) 2017-2021 Strategic Initiative. As you may know, the JCEDC is creating this new public-private nonprofit organization, the GHDP, which will lead and coordinate the area's strategic efforts in economic development, community development, and tourism. The plan is for an expanded JCEDC staff to manage implementation of GHDP's 5-year plan ("2017-2021 Strategic Initiative"), and for the organization to be funded by yet-be-secured private and public sector financial supporters.

As detailed in subsequent pages, the \$4.1 million 2017-2021 Strategic Initiative has 3 primary goals:

1. Workforce | Attract, Develop, and Align Talent
2. Businesses | Grow Businesses, Jobs, and Capital Investment
3. Marketing | Drive Communications & Tourism

It is the intention of the JCEDC to secure the input of regional leaders regarding the Initiative via the ongoing "Feasibility Study". The organization will then work to fund the five-year initiative via a high-speed capital campaign, and finally, move forward expeditiously to put the plan and funding to use by implementing the Initiative's three goals.

Please review the enclosed "Initiative Draft for Discussion" when you are able – any feedback you are able to provide would be most appreciated. The draft bylaws of GHDP are also enclosed for your review. The JCEDC is very interested to have your input, and your participation is sincerely appreciated. Please feel free to contact JCEDC Executive Director Genevieve Coady if you have any questions or concerns regarding this process. Her phone number is 920-342-1123 and her email is genevievecoady@cedc.net.

PROPOSED FORMAL COLLABORATIONS

Below are three scenarios for which Dodge County could join the public-private coalition building to support the GHDP Strategic Initiative. Under either scenario the work of the strategic plan and its benefits would extend through networking, programming, and marketing for economic development, community development, and tourism to the geographic areas described below. Each scenario is intended to provide an initial opportunity for the Dodge County leadership to explore a formal partnership with the work of GHDP for the term of 2017-2021. If the partnership is successful, either during the term or at its close, the partnership could be expanded through a number of avenues.

Developing a formal partnership with Dodge County would aim to have the GHDP Strategic Initiative and JCEDC staff supplement, not supplant, the work of existing Dodge County and its community's staff (including any existing staff charged with working on economic development, community development, and/or tourism. For communities without existing dedicated staff focused on

economic development, community development, our tourism, the JCEDC staff would serve as the lead support. For communities with dedicated staff in these areas the JCEDC staff would serve as background/secondary support in these areas. Some of the key areas where the JCEDC staff has served well in providing secondary support for these types of communities in Jefferson County are:

- Developing marketing materials for business attraction
- Doing research analysis for request for information for site selectors
- Doing research analysis (i.e. targeted retail market analysis, competitive analysis for business parks, demographic research for business requests, etc.)
- Providing grantwriting assistance for economic development grant applications
- Extending beyond a community's borders the networks needed to support local community and business leaders on a variety of topics (i.e. customer bases, supply chains, workforce needs, etc.)
- Extend reach of a community's brand awareness

SCENARIO ONE

For an amount of \$20,000 annually from 2017-2021, the southern third of Dodge County could join the GHDP Strategic Initiative with a contract for services. One seat on the GHDP Board of Directors would be established for a Dodge County representative. Existing JCEDC staff would cover the southern third of Dodge County for economic development, community development, and tourism support.

SCENARIO TWO

For an amount of \$70,000 annually from 2017-2021, the southern third and eastern half of Dodge County could join the GHDP Strategic Initiative with a contract for services. Two seats on the GHDP Board of Directors a potentially a seat on the GHDP Executive Committee would be established for a Dodge County representative. Existing JCEDC staff would cover the southern third and eastern half of Dodge County for economic development, community development, and tourism support. In addition, a new program manager would be placed in Dodge County to ensure proper support and coverage for this extended geographic area. This staff member would be well-trained in project management, business attraction, business expansion, and workforce development as it supports existing businesses. Dodge County would provide office space for this staff member, an in-kind donation that would also empower the staff member to closely work with the leadership and staff of Dodge County.

SCENARIO THREE

For an amount of \$85,000 annually from 2017-2021, all of Dodge County could join the GHDP Strategic Initiative with a contract for services. Three seats on the GHDP Board of Directors a potentially a seat on the GHDP Executive Committee would be established for a Dodge County representative. Existing JCEDC staff would cover all of Dodge County for economic development, community development, and tourism support. In addition, a new program manager would be placed in Dodge County to ensure proper support and coverage for this extended geographic area. This staff member would be well-trained in project management, business attraction and expansion, and workforce development as it supports existing businesses. Dodge County would provide office space for this staff member, an in-kind donation that would also empower the staff member to closely work with the leadership and staff of Dodge County.

Best Regards,

Genevieve Coady, AICP, PhD
Executive Director, JCEDC

Benjamin Wehmeier
Jefferson County Administrator

James Schroeder
Jefferson County Board Chairman

Watertown Mayor John David
JCEDC Chairman



A Strategic Initiative
2017-2021

Draft for Discussion - Spring 2016

Proposed for the Consideration of the Leaders of the Jefferson County area by the Jefferson County Economic Development Consortium and by the:

2017-2021 GHDP Feasibility Study Steering Committee

Mike Wallace
CEO,
Fort Healthcare

Jim Seidl
Executive Vice President,
Greenwood State Bank

Tina Crave
CEO & President,
Greater Watertown
Community Health
Foundation

Nate Salas
President,
Partnership Bank

John David
JCEDC Chairman,
Mayor,
City of Watertown

Mark Johnsrud
JCEDC Vice Chairman,
Village Administrator,
Village of Johnson Creek

Steve Wilke
JCEDC Secretary,
City Administrator,
Lake Mills

Timothy Freitag
JCEDC Board Member,
City Administrator,
City of Jefferson

Linda Bagley-Korth
JCEDC Board Member,
Economic Development,
Village of Cambridge

Matt Trebatoski
JCEDC Board Member,
City Manager,
City of Fort Atkinson

Pat Cannon
JCEDC Board Member,
CDA Director,
City of Whitewater

Mo Hansen
JCEDC Board Member,
Clerk/Treasurer,
City of Waterloo

Glen Borland
JCEDC Board Member,
County Board Supervisor

Augie Tietz
JCEDC Board Member,
County Board Supervisor

Jim Mode
JCEDC Board Member,
County Board Supervisor

Benjamin Wehmeier
County Administrator,
Jefferson County

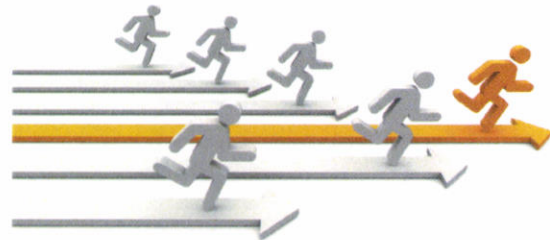
Genevieve Coady, AICP, PhD
Executive Director,
Jefferson County Economic
Development Consortium



IT'S TIME TO GO TO THE NEXT LEVEL

The Jefferson County Economic Development Consortium (JCEDC), including the member communities of Cambridge, Fort Atkinson, Jefferson, Johnson Creek, Lake Mills, Waterloo, Watertown, and Whitewater, was founded more than a decade ago to proactively drive area economic growth. The JCEDC provides direct services to businesses in the areas of alternative business finance, location consulting, workforce recruitment, expansion and investment decision-making, and beyond.

For the last several years, the JCEDC has conducted a national review of economic development, community development, and tourism best practices and considered how it might take the organization and its impact to the next level. Why? Because these sectors today are highly competitive, with competitor communities and regions pursuing new jobs, investment, and brand awareness through aggressive tactics to attract new businesses, retain / expand their existing companies, and grow new companies from the ground up. Many communities—both larger and smaller than the Jefferson County area—have launched ambitious multi-year programs to gain a competitive advantage and ensure they are on the winning side of the continuing economic rebound and beyond.

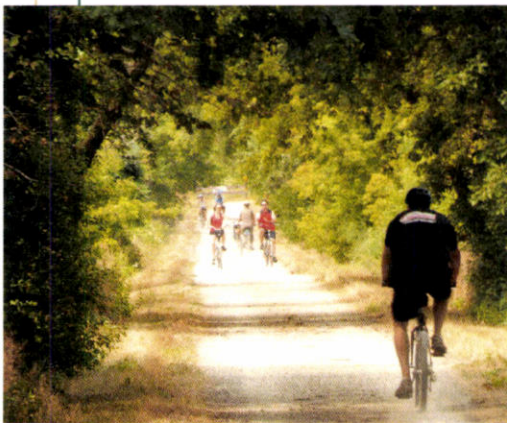


JCEDC leadership has concluded that the right approach is for the public sector to partner with and engage the private sector in developing, funding and implementing a dynamic new strategic initiative for economic development, community development, and tourism.

As an initial matter, the JCEDC is creating a public-private nonprofit organization, the “Glacial Heritage Development Partnership” (GHDP), which will lead and coordinate the area’s strategic efforts in economic development, community development, and tourism. The plan is for an expanded JCEDC staff to manage implementation of GHDP’s 5-year plan (“2017-2021 Strategic Initiative”), and for the organization to be funded by yet-be-secured private and public sector financial supporters.

As detailed in subsequent pages, the \$4.1 million 2017-2021 Strategic Initiative will:

- Dramatically strengthen our capacity to attract jobs, talent, investment and ideas
- Improve state, national, and international awareness regarding the benefits of visiting and locating in the area
- Align our communities, businesses, and economic development partners in pursuit of our shared economic development, community development, and tourism goals
- Result in significant business growth, job creation, higher average wages, increased tax base, millions in new capital investment, and an improved sustainability and quality of life for the Jefferson County area



OUTDOOR RECREATION OPPORTUNITY

GHDP believes the Jefferson County area is and should be viewed as the outdoor recreation epicenter of the Midwest – the premiere tourist destination and economic hub for outdoor recreation in the greater region. Accordingly, GHDP has included in the Initiative a variety of strategies and tactics designed to strengthen the area’s outdoor recreation offerings, capitalize on these by attracting and retaining talent predisposed to locate near such opportunities, and nurture the area’s tourism and outdoor recreation manufacturing economic sectors. GHDP believes that our strategic economic location plus the high quality of life that comes with outdoor recreation opportunities can and will add up to a niche economic (and tourism) brand that will resonate regionally and nationally to strong economic effect and an improved quality of life for all businesses and residents alike.

THE THREE-GOAL INITIATIVE

This Initiative is about taking the Jefferson County area to the next level of economic competitiveness. It reflects a proactive, intentional, and coordinated approach to economic development, community development, and tourism and is consistent with best practice in the industry. Each goal has a set of actionable strategies and measurable outcomes.

The Three Goals addressed in subsequent pages are:

1. **Workforce** | Attract, Develop, and Align Talent
2. **Businesses** | Grow Businesses, Jobs and Capital Investment
3. **Marketing** | Drive Communications & Tourism

GOAL 1 WORKFORCE | ATTRACT, DEVELOP, AND ALIGN TALENT

PROJECTED OUTCOMES

- Question to Employers: What outcomes do you recommend? We plan to develop appropriate metrics and track/report progress.

STRATEGIES

Attract Talent | Develop and implement a comprehensive marketing program to attract talent to the Jefferson County area. Sample tactics include:

- **Job Fair** | Host an annual premiere regional job fair
- **Special Focus** | Include a special focus on employees seeking outdoor recreation opportunities
- **HR Departments** | Partner with and provide information to company HR departments to assist them in selling the Jefferson County area
- **Rural Transportation** | Ensure the availability of workers by developing solutions for rural transportation challenges
- **Workforce Design** | Work with WMEP to educate and assist area employers on market-rate workforce design

Develop & Align Talent | Ensure the skills of the workforce match employers' needs. Sample tactics include:

- **Labor Study** | Conduct an area-wide labor force study to determine unmet employer needs and the profile of underemployed and unemployed workers in area
- **Align Programming** | Communicate the results of the study to area workforce development partners and assist in aligning programming to area workforce needs
- **Connect. Connect. Connect.** | Connect Jefferson County area employers and employees to:
 - Workforce programs of interest provided by MadREP, M7, and other workforce partners
 - Area educational institutions and programs to ensure employer and employee needs for licensed trades folk, certified employees, and college graduates are met
- **Youth Apprenticeships** | Increase the number of companies and high school students utilizing youth apprenticeships by annually convening for a strategy session area K-12, workforce development board, and higher education institution leaders (supported by BRE program)
- **Soft Skills** | Improve and expand soft-skill (financial literacy, etc.) education programs for students and employees (supported by BRE program)
- **Employee Health** | Support employers in their efforts to improve the health of employees. Sample tactics include:
 - In conjunction with area health providers and employers, develop a healthy-employee program (i.e. Step Challenge)
 - Support efforts to grow pedestrian commuting opportunities through the area trail system





GOAL 2 BUSINESSES | GROW BUSINESSES, JOBS, AND CAPITAL INVESTMENT

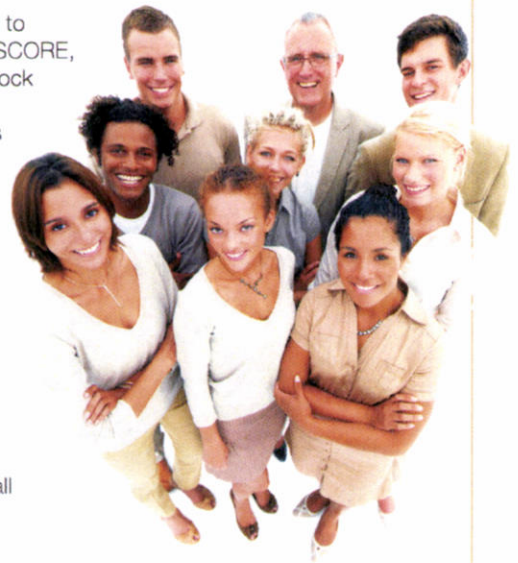
PROJECTED OUTCOMES

- Create or retain 4,000 jobs
- Grow new planned commercial and industrial investment by \$100M

STRATEGIES

Entrepreneurs & Startups | Develop and implement an early-stage entrepreneurship program that connects high-potential startups to resources inside and outside the Jefferson County area. GHDP recognizes the important role of area chambers in providing support to startups and small businesses. GHDP intends to supplement these and serve as an area liaison to regional resources.

- **PoC for Startups** | Serve as the area Point of Contact (PoC) for entrepreneurs to assess their initial needs and refer them to existing support programs such as SCORE, Small Business Development Center (SBDC), Gener8r (accelerator), Starting Block (incubator), MadREP, M7, UW-Whitewater's Innovation Center, etc.
 - Establish formal collaboration with area chambers and support their efforts to serve as additional area PoCs for entrepreneurs
- **Incubation Space** | Develop an area incubator that provides programs, services, and space (co-working space, office space, incubation space for manufacturing, etc.)
- **Entrepreneurship Council** | Establish the Area Entrepreneurship Council – a group of area entrepreneurs in need of targeted programming, networking, and support
- **Network Outside Area** | Plug GHDP into Madison and Milwaukee's entrepreneurial ecosystems and promote MadWaukee region's programs (i.e. angel networks, experts, etc.) to local entrepreneurs
- **Outdoor Business** | Start a "How to Start an Outdoor Business" program
- **Funding** | Develop locally-sourced, non-traditional public and private funding sources (i.e. revolving loan funds, private investor network, etc.) to support small business growth



Business Retention & Expansion | Develop and implement a business retention and expansion program that connects existing businesses to resources inside and outside the Jefferson County area.

- **Retention & Expansion Interviews** | Implement a robust business retention and expansion interview program with JCEDC staff conducting at least 100 interviews per year with major employers. **GHDP intends to invite area chambers** to partner in this program and interview local small businesses.
- **Direct Expansion Assistance** | Provide direct support to businesses looking to expand by providing assistance with incentives, property identification and acquisition, etc.
- **Manufacturing Council** | Create Area Manufacturing Council to support area manufacturing executives through CEO round table and lunch & learn sessions on manufacturing-specific topics
- **BRE Survey** | Conduct an annual business survey (in coordination with MadREP) to identify collective business challenges and growth opportunities, and communicate aggregate results to area partners
- **Business Alliance** | Launch Jefferson County Area Business Alliance (JCABA), in partnership with area chambers, to bring the area's business community together. JCABA will host quarterly area-wide education seminars and networking events, and host an annual State of the Area's Economy event.
- **RLF Program** | Administer the Jefferson County Revolving Loan Fund (RLF) - a low-interest loan program available to existing businesses looking to expand in Jefferson County
- **Regional Alliances** | Invest in and partner with MadREP and M7 for the services they provide to GHDP and area employers
- **Government Affairs** | Annually meet with state and federal legislators for an economic development update and discussion

Business Attraction | New business attraction efforts will focus within the upper Midwest and collaborate with regional economic partners to attract businesses nationally and internationally.

- **Targeted Sectors** | Focus marketing and business attraction efforts on the following industry sectors:

◦ Agribusiness	◦ Food Processing
◦ Advanced Electrical	◦ Outdoor Recreation
◦ Bioenergy	◦ Healthcare
- **Prospect Identification**
 - Identify businesses looking for expansion locations in targeted industry sectors within a 3-hour radius
 - Meet with existing businesses to explore opportunities to attract their supply chain partners
- **Symposium** | Host a regional symposium in Johnson Creek for developers and site selectors to hear area development trends and opportunities
- **Site & Demographic Info** | Maintain database of demographic and site information for community leaders, business executives, and site selectors
- **Marketing Partners** | Work with MadREP, M7, WEDC to develop and maintain robust relationships with regional, national, and global site selectors, developers, and commercial/industrial realtors including annual familiarization tours of area assets and opportunities
- **Trade Shows** | Attend key Midwest industry trade shows and events in the targeted sectors (above) and coordinate with regional and state economic development partners on attending national and global events
- **Special Focus** | Focus on growing the outdoor recreation manufacturing industry - host a Midwest outdoor recreation manufacturing trade show, etc.
- **Med College** | Continue to advocate for the establishment of Wisconsin's third medical school (osteopathic) to be in Jefferson
- For additional information on specific business attraction marketing tactics, see Goal 3



Area Assets & Infrastructure | GHDP will work to further develop the infrastructure necessary for economic growth.

- **Site Readiness** | Drive efforts with local and regional economic development partners to develop industrial and commercial properties
- **Transportation Plan** | Work with area partners to develop a regional transportation plan that drives the development of key economic infrastructure in the area
- **Rail** | Continue participation in the Wisconsin River Rail Transit Commission
- **Outdoor Amenities** | Support area and regional partners (especially the Rock River Trail Initiative group, County Parks, and the Glacial Heritage Area, Discover Dodge, and JCTC) on continued development of outdoor recreation amenities desired by area workers and employers
- **Revitalization** | Connect Chambers, RDAs, and CDAs to resources for revitalization programs and incentives
- **Brownfields** | Develop and grow the area's brownfields program to redevelop key properties for economic development

Community Development | GHDP will work to further develop the infrastructure necessary for economic growth.

- **Retail** | Support local targeted retail attraction programs with area commercial brokers
- **Homebuyer Programs** | Administer the homebuyer grant programs and counseling in the area
- **Financial Literacy** | Develop programming to increase financial literacy of area residents
- **Housing Gap** | Conduct a housing gap analysis - support area communities in advocating to developers to fill gaps in targeted geographic areas

Emerging Opportunities Fund | GHDP will apply capital to forward-thinking initiatives for the region's economy.

It is likely that, during the life of this five-year Initiative, opportunities and challenges unforeseen at the time of the Initiative's creation will arise. GHDP must be in a position to respond to these without jeopardizing planned components of the Initiative, and without having to go back to the community repeatedly with urgent funding requests.

An "Emerging Opportunity Fund" is an appropriate and widely used method of "planning for the unforeseeable." This fund will be used to support forward-thinking initiatives to leverage positive change for economic development of the region. Potential opportunities include projects that aid the region's capacity to grow, focused efforts to remove stubborn or difficult barriers to growth, and large-scale projects that capture the community's imagination and enhance the quality of life for the entire area.

A Leadership Council comprised of individuals and representatives of entities that contribute (at least \$5,000 annually) to GHDP will oversee the Emerging Opportunities Fund.

GOAL 3 MARKETING | DRIVE COMMUNICATIONS & TOURISM

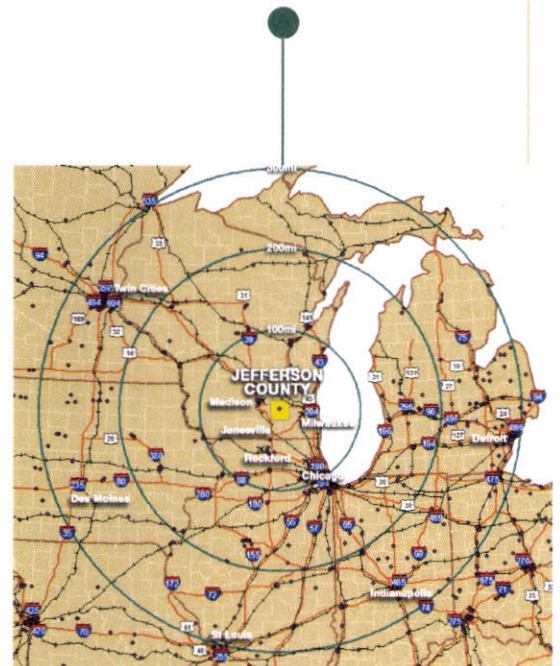
EXPECTED OUTCOMES

- Triple GHDP social media and website hits
- Increase hotel patronage by 15%

STRATEGIES

Communications | The GHDP brand will raise regional awareness of the area's tourism and economic development assets. The five-year goal for brand penetration for economic development audiences will be the upper Midwest.

- **Branding Campaign** | Develop / implement a regional branding and marketing campaign designed to enhance the area's image as an ideal location within the Chicago-Milwaukee IQ Corridor for outdoor recreation and small town living, both for increasing tourism and driving economic development
 - **Tactics** | Update and strengthen existing branding plan with multi-channel tactics
 - **Materials** | Develop a set of marketing materials for area economic development and tourism; work with regional partners to further the reach of these materials
 - **Communications Committee** | Launch a GHDP Communications Committee to oversee the branding campaign
 - **Promotions** | Support and promote events that build and strengthen outdoor recreation brand
- **Ongoing Communications** |
 - **Website** | Upgrade website and social media platforms to targeted audiences (i.e. site selectors, community leaders, tourists, residents, etc.)
 - **Dashboard** | Maintain an online dashboard of key economic, tourism, and community development indicators to track impact of programs to overall goals
 - **Promotions** | Promote area successes in regional and national publications
 - **E-News** | Publish quarterly newsletters highlighting the area's economic success stories, programs, and news
 - **Presentations** | Regular updates to area local governments, nonprofits, and community organizations
 - **Coordination** | Coordinate announcements with MadREP and M7



Tourism | The GHDP will serve as the tourism lead for the Jefferson County area - including the Glacial Heritage Area and Southern Dodge County.

- **Designated Marketing Org** | Serve as the designated marketing organization (DMO) for the area (a Wisconsin Department of Tourism designation) - coordinating and implementing the area's branding campaign
- **Tourism App** | Develop outdoor recreation and tourism app to promote recreation opportunities in the area and to support the local tourism industry
- **Business Engagement** | Launch the Outdoor Recreation Business Engagement Plan to engage the private sector in continued support of outdoor amenities in the area - partner with GHA, County Parks, Wisconsin DOT, Tourism, WEDC, and DNR departments
- **Multi-Channel Promotions** | Promote area's top community and outdoor recreation assets and events to audiences within a 200 mile radius through multiple media channels
 - **Tourism Guide** | Support the Jefferson County Tourism Council (JCTC) on their Tourism Guide

Investor Relations |

Investor confidence in the Initiative will only be maintained through the highest level of transparency, communications and accountability. It will also require that the Jefferson County area's "first team" of business and elected leaders take an active role in keeping the Initiative on task, on time, and on budget. Specific oversight of the Initiative will be vested in the Board of Directors of GHDP, which will evolve more fully after funds have been committed. The Board of Directors will be comprised of individuals whose financial and leadership investment clearly identifies their commitment to the program's success.

LOOKING FORWARD...

PROPOSED STAFFING

CEO | Genevieve Coady, AICP, PhD
VP of Business Development | To Be Filled
Manager of Marketing and Communications | To Be Filled
Manager of Community Development | RoxAnne Witte
Communications Assistant | To Be Filled



PROPOSED INITIATIVE BUDGET

The JCEDC preliminarily estimates that \$4.1 million will be needed to implement the three goal strategy. This budget is being vetted through this feasibility study process. A final capital campaign goal will be identified later this spring.

1. \$800,000 | Attract, Develop, and Align Talent
2. \$2,200,000 | Grow Businesses, Jobs, and Capital Investment
3. \$1,100,000 | Drive Communications and Tourism

ECONOMIC IMPACT / BENEFITS OF THE PROPOSED INITIATIVE

The 2017-2021 Initiative – IF adequately funded - will result in a variety of tangible and intangible benefits to the region. The most visible of these are new / retained jobs and new / retained capital investment.

As this initial “Feasibility Study” phase moves forward to a campaign, GHDP intends to conduct a full economic impact analysis of new job creation and capital investment. In the meantime, it is appropriate to highlight the primary economic development, community development, and tourism outcomes that will be associated with successful implementation of the Initiative.

These outcomes include:

- New businesses and expanded existing businesses in the Jefferson County area
- New commercial and industrial capital investment
- New high-grade jobs (quantity); these “direct” jobs will trigger additional “indirect” (supplier-type) and “induced” (service sector) jobs
- Increased workforce quality
- Substantial payroll associated with direct, indirect and induced jobs
- New disposable personal income to be spent inside and outside Jefferson County; all local businesses will benefit
- New deposit potential for area financial institutions
- New sales and property tax revenue to governments throughout the area
- Improved infrastructure support for tourism and economic development
- Substantial increase in tourism spending

CONCLUSION AND PREMISE FOR FUNDING

The “Feasibility Study” now underway is principally about determining whether the private and public sector leaders of the Jefferson County area are supportive of this stepped-up approach to economic and community development, and ready to assume a new level of leadership and influence over driving economic growth in our area.

In order to implement this Initiative and move the region to the next level, we must have the endorsement and buy-in of the community’s stakeholders—public and private. We intend to seek involvement and funding for this Initiative from private and public sources--those with a vested interest in the regional economy’s growth and development. Investments in this program should be based on each organization’s / individual’s capacity, potential for direct benefit, and community leadership. Your thoughtful review and candid feedback of this document is appreciated. Thank you for participating.



Jefferson County Economic Development Consortium

T +1.920.674.8711 | F +1.920.674.7575 | info@jcedc.net | www.jcedc.net

864 Collins Road, Suite 111, Jefferson, WI 53549

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P
100.1211.0021	10081	Town of Ashippun	04/15/16	Local District Settlement	PV	427077	00100	10,411.69	P
100.1211.0021	12361	Oconomowoc Area School District	04/15/16	School District Settlement	PV	427133	00100	31,447.69	P
100.1211.0041	12349	Beaver Dam Unified School District	04/15/16	School District Settlement	PV	427118	00100	49,368.40	P
100.1211.0061	12355	School District of Horicon	04/15/16	School District Settlement	PV	427124	00100	12,028.83	P
100.1211.0101	12366	Waupun School District	04/15/16	School District Settlement	PV	427138	00100	14,288.79	P
100.1211.0121	12356	Dodgeand School District	04/15/16	School District Settlement	PV	427126	00100	12,455.97	P
100.1211.0141	12350	Columbus Public Schools	04/15/16	School District Settlement	PV	427119	00100	19,844.48	P
100.1211.0161	12365	Watertown School District	04/15/16	School District Settlement	PV	427137	00100	19,300.82	P
100.1211.0181	12366	Waupun School District	04/15/16	School District Settlement	PV	427138	00100	23,177.26	P
100.1211.0201	12354	Herman #22 School District	04/15/16	School District Settlement	PV	427123	00100	13,588.44	P
100.1211.0221	13908	Hustisford School District	04/15/16	School District Settlement	PV	427125	00100	12,862.80	P
100.1211.0221	14251	Mayville School District	04/15/16	School District Settlement	PV	427130	00100	11,420.70	P
100.1211.0241	13908	Hustisford School District	04/15/16	School District Settlement	PV	427125	00100	24,652.96	P
100.1211.0261	10093	Town of Lebanon	04/15/16	Local District Settlement	PV	427089	00100	10,359.72	P
100.1211.0261	12365	Watertown School District	04/15/16	School District Settlement	PV	427137	00100	18,178.99	P
100.1211.0281	14251	Mayville School District	04/15/16	School District Settlement	PV	427130	00100	16,807.72	P
100.1211.0301	12357	Lomira Public School District	04/15/16	School District Settlement	PV	427127	00100	20,228.96	P
100.1211.0321	12356	Dodgeand School District	04/15/16	School District Settlement	PV	427126	00100	17,395.58	P
100.1211.0341	12356	Dodgeand School District	04/15/16	School District Settlement	PV	427126	00100	15,579.23	P
100.1211.0361	12364	Waterloo School District	04/15/16	School District Settlement	PV	427136	00100	20,951.62	P
100.1211.0381	12352	Hartford Union High School District	04/15/16	School District Settlement	PV	427121	00100	15,162.74	P
100.1211.0381	12359	Neosho School District	04/15/16	School District Settlement	PV	427131	00100	12,074.52	P
100.1211.0381	12363	Rubicon School District	04/15/16	School District Settlement	PV	427135	00100	11,343.04	P
100.1211.0421	12357	Lomira Public School District	04/15/16	School District Settlement	PV	427127	00100	11,790.60	P
100.1211.0441	12366	Waupun School District	04/15/16	School District Settlement	PV	427138	00100	10,603.67	P
100.1211.0461	12349	Beaver Dam Unified School District	04/15/16	School District Settlement	PV	427118	00100	13,100.64	P
100.1211.0461	12362	Randolph School District	04/15/16	School District Settlement	PV	427134	00100	14,878.64	P
100.1211.0481	14251	Mayville School District	04/15/16	School District Settlement	PV	427130	00100	15,681.47	P
100.1211.1361	10107	Village of Hustisford	04/15/16	Local District Settlement	PV	427103	00100	10,765.95	P
100.1211.1361	13908	Hustisford School District	04/15/16	School District Settlement	PV	427125	00100	10,291.03	P
100.1211.1411	12355	School District of Horicon	04/15/16	School District Settlement	PV	427124	00100	11,004.05	P
100.1211.1461	10110	Village of Lomira	04/15/16	Local District Settlement	PV	427106	00100	15,661.95	P
100.1211.1461	12357	Lomira Public School District	04/15/16	School District Settlement	PV	427127	00100	21,863.68	P
100.1211.1761	10113	Village of Randolph	04/15/16	Local District Settlement	PV	427109	00100	25,994.44	P
100.1211.1761	12362	Randolph School District	04/15/16	School District Settlement	PV	427134	00100	14,368.63	P
100.1211.1771	12356	Dodgeand School District	04/15/16	School District Settlement	PV	427126	00100	12,005.00	P
100.1211.1861	12357	Lomira Public School District	04/15/16	School District Settlement	PV	427127	00100	15,750.21	P
100.1211.2061	10116	City of Beaver Dam	04/15/16	Local District Settlement	PV	427112	00100	148,237.66	P
100.1211.2061	12349	Beaver Dam Unified School District	04/15/16	School District Settlement	PV	427118	00100	102,273.49	P
100.1211.2261	10117	City of Fox Lake	04/15/16	Local District Settlement	PV	427113	00100	17,005.63	P
100.1211.2261	12366	Waupun School District	04/15/16	School District Settlement	PV	427138	00100	19,842.95	P
100.1211.2361	10118	City of Horicon	04/15/16	Local District Settlement	PV	427114	00100	42,513.84	P
100.1211.2361	12355	School District of Horicon	04/15/16	School District Settlement	PV	427124	00100	41,860.64	P
100.1211.2411	10224	City of Juneau	04/15/16	Local District Settlement	PV	427115	00100	33,815.04	P
100.1211.2411	12356	Dodgeand School District	04/15/16	School District Settlement	PV	427126	00100	28,834.82	P
100.1211.2511	10120	City of Mayville	04/15/16	Local District Settlement	PV	427116	00100	64,505.40	P
100.1211.2511	14251	Mayville School District	04/15/16	School District Settlement	PV	427130	00100	61,568.33	P
100.1211.2921	10122	City of Waupun	04/15/16	Local District Settlement	PV	427117	00100	52,291.77	P
101.5818	12366	Waupun School District	04/15/16	School District Settlement	PV	427138	00100	57,630.01	P
101.5818	49213	Current Works, Inc.	03/31/16	Cty Brd Wireless Voting/Micro	PV	427061	00100	33,100.00	P
1204.5214	41554	Domination Voting Systems, Inc.	04/21/16	Programming for 4/5 Election	PV	428468	00100	12,074.50	P
1326.5819	13347	Communications Service Wisconsin LLC	03/31/16	12 Motorola radios w/access	PV	427348	00100	12,179.00	P
1811.5818	13754	Gordon Flesch Co., Inc.	04/11/16	Image Runner-Family Court	PV	428142	00100	11,727.38	P
1811.5818	45254	TKK Electronics, LLC	03/28/16	Getac units	PV	428002	00100	18,699.00	P

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Pd	Amount	P C
1814.5818	14079	Xronos Inc.	04/08/16	Computer equipment	PV	428123	00100	15,480.00	p
1905.5829	14002	Johnson Controls, Inc.	03/31/16	Chiller Replacement Project	PV	427239	00100	36,559.00	p
2021.5811	14366	Motorola Solutions, Inc.	03/31/16	6 Motorola Mobile radios	PV	427050	00100	11,150.50	p
2021.5811	21400	Ewald's Hartford LLC	04/30/16	1FMSK8AR5G6C67689	PV	427354	00100	26,995.00	p
2021.5811	21400	Ewald's Hartford LLC	04/30/16	1FMSK8AR4G6C889	PV	427355	00100	26,995.00	p
2021.5811	21400	Ewald's Hartford LLC	04/30/16	1FMSJ1G1G5G6F39195	PV	427356	00100	33,131.00	p
2021.5818	45254	TKK Electronics, LLC	03/28/16	Getac units	PV	428002	00100	14,518.00	p
2031.5811	14366	Motorola Solutions, Inc.	03/31/16	6 Motorola Mobile radios	PV	427050	00100	20,000.00	p
2031.5811	21400	Ewald's Hartford LLC	04/30/16	1FMSK8AR2G6C41888	PV	427353	00100	26,995.00	p
2031.5811	23218	Ewald Motors of Oconomowoc LLC	03/31/16	2CsCDKKT3GH223533	PV	427352	00100	26,395.00	p
2061.5275	22827	Aramark Chicago Lockbox	03/31/16	Inmate Meals 3/3-3/9	PV	427053	00100	10,053.88	p
2061.5275	22827	Aramark Chicago Lockbox	03/31/16	Inmate Meals 3/10-3/16	PV	427055	00100	10,476.96	p
2061.5275	22827	Aramark Chicago Lockbox	03/31/16	Inmate Meals 3/17-23	PV	427057	00100	11,061.50	p
2061.5275	22827	Aramark Chicago Lockbox	04/30/16	Inmate meals 3/31-4/6	PV	428215	00100	11,003.20	p
2061.5275	22827	Aramark Chicago Lockbox	03/31/16	Inmate Meals 3/24-30	PV	428217	00100	11,194.56	p
2061.5275	22827	Aramark Chicago Lockbox	04/30/16	Inmate meals 4/7-13	PV	428464	00100	10,879.12	p
2061.5291.02	43241	Correctional Healthcare Companies, Inc.	05/31/16	Jail Medical Services May	PV	427362	00100	59,781.92	p
2061.5822	32875	K-W Electric, Inc.	03/31/16	Electrical -Jail UPS Panel	PV	427358	00100	12,200.00	p
2501.5211.01	34299	Fond du Lac County Treasurer	03/31/16	Autopsies	PV	427841	00100	22,493.25	p
2901.5222	15074	Juneau Utilities	03/29/16	Electricity	PV	427210	00100	10,647.23	p
2902.5222	15074	Juneau Utilities	03/29/16	Electricity	PV	427210	00100	15,970.84	p
2902.5224	35937	Constellation Energy Services	03/01/16	Gas- Justice Fac & HDOB	PV	427595	00100	10,581.76	p
6801.5181	22630	Board of Regents of UW System	04/13/16	Jan 1 - June 30 Support	PV	427822	00100	88,284.00	p
Fund 00100 GENERAL FUND								1,897,097.09	

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Fd	Amount	P C
242.2163	16995	Department of Health Services	04/01/16	1st Quarter	PV	427828	00100	170,554.00	P
242.2163	16995	Department of Health Services	03/31/16	3rd & 4th Qtr 2014	PV	427829	00100	341,107.50	P
4809.5279.468	13459	Daybreak Inc-Waupun	03/31/16	MH	PV	428208	00100	32,949.99	P
4809.5279.468	31565	Evergreen Manor III	03/31/16	MI-CBRF	PV	427357	00100	20,053.33	P
4825.5299	13771	Green Valley Enterprises Inc.	03/31/16	Birth to 3	PV	427825	00100	31,541.67	P
5010.5273.02	12436	Northwest Passage, LTD	03/31/16	Prairieview (Girls)	PV	427758	00242	10,533.18	P
5010.5273.02	12445	Norris Adolescent Center	03/31/16	Residential	PV	427760	00242	10,564.80	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	03/31/16	Main Program	PV	427767	00242	11,564.24	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	03/31/16	Main Program	PV	427767	00242	11,564.24	P
5010.5273.02	24982	Oconomowoc Developmental Training Center	03/31/16	Cheryl House Intensive	PV	427767	00242	13,923.34	P
5016.5291.03	12426	Lutheran Social Services-WI & Upper MI	03/31/16	Intergrated Safety Services	PV	428390	00100	41,375.19	P
Fund 00242								HEALTH & HUMAN SERVICES FUND	695,731.48

09450

DODGE COUNTY, WISCONSIN
DC Paid Vouchers \$10,000 Or More
Vouchers paid in April

Page Number 4
Date 5/10/16

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Pd	Amount	P C	
4520.5211.30	39490	Achieve Solutions	03/31/16	MED A/MED B PVT THERAPY MAR 16	PV	427561	00100	10,771.74	P	
4520.5211.39	39490	Achieve Solutions	03/31/16	MED A/MED B PVT THERAPY MAR 16	PV	427561	00100	17,647.60	P	
4520.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	04/30/16	MA BED LICENSES APR 2016	PV	427559	00100	23,800.00	P	
4521.5591.20	15271	Wisconsin Dept. of Health & Family Serv.	04/30/16	MA BED LICENSES APR 2016	PV	427559	00100	41,860.00	P	
4528.5211.11	39490	Achieve Solutions	03/31/16	CBIC THERAPY CHGS MAR 2016	PV	427560	00100	35,226.00	P	
4528.5211.13	39490	Achieve Solutions	03/31/16	CBIC THERAPY CHGS MAR 2016	PV	427560	00100	35,536.03	P	
4528.5211.15	39490	Achieve Solutions	03/31/16	CBIC THERAPY CHGS MAR 2016	PV	427560	00100	34,283.55	P	
4528.5345	44091	Omnicare Inc	03/31/16	PHARMACY CHGS MAR 2016	PV	427575	00100	15,066.18	P	
4556.5222	15074	Juneau Utilities	03/31/16	CLV ELECTRIC 2/15-3/15/16	PV	427558	00100	18,244.73	P	
Fund 00645								CLEARVIEW LTC & REHAB	232,435.83	
Grand Total									2,825,264.40	

09450

DODGE COUNTY, WISCONSIN
DC Paid Vouchers \$10,000 Or More
Voucher paid in April

Page Number 1
Date 5/09/16

Account Number	Address Number	Alpha Name	G/L Date	Explanation -Remark-	Do Ty	Document Number	Doc Pd	Amount	P C	
730.2121	20015	Sherwin Williams Company	04/08/16	MP021	PV	427599	00730	22,052.25	P	
730.2121	20015	Sherwin Williams Company	04/08/16	MP011	PV	427601	00730	22,143.00	P	
730.2121	20015	Sherwin Williams Company	04/21/16	MP021	PV	428437	00730	22,052.25	P	
730.2121	20015	Sherwin Williams Company	04/25/16	MP021	PV	428532	00730	22,052.25	P	
730.2121	20015	Sherwin Williams Company	04/25/16	Materials, Jnls & Vchrs	PV	428563	00730	20,931.95	P	
730.2121	32145	Lakeside International Trucks	03/31/16	Materials, Jnls & Vchrs	PV	428449	00730	18,130.75	P	
730.2121	32858	Maas Brothers Construction Co., Inc	04/08/16	MP031	PV	427839	00730	12,452.00	P	
730.2121	40879	Potters Industries Inc.	04/06/16	Machinery & Equipment Parts	PV	428316	00730	12,200.32	P	
730.2121	48577	JFTCO, Inc.	04/18/16	GAP-MASTIC-202	PV	428456	00730	14,528.40	P	
730.2121	49610	Midstates Equipment & Supply	04/07/16	Materials, Jnls & Vchrs	PV	428172	00730	13,255.35	P	
730.2121	49611	Hydro-Chem System Inc	04/19/16	Materials, Jnls & Vchrs	PV	428419	00730	14,354.00	P	
730.2121	49706	WTS Contracting LLC								
Fund 00730								HIGHWAY AND AIRPORT FUND	194,152.52	
Grand Total									194,152.52	

RESOLUTION NO. 16-04

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Board of Supervisors wishes to express its appreciation to Chester Caine, who has worked on behalf of the citizens of Dodge County by serving on the County Board; and,

WHEREAS, service on the Dodge County Board of Supervisors requires dedication, perseverance, and personal sacrifices on the part of its members; and,

WHEREAS, Chester Caine has represented the citizens of Supervisory District No. 12 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 15, 1986 to April 17, 2012; and,

WHEREAS, Chester Caine has represented the citizens of Supervisory District No. 18 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 17, 2012 to April 19, 2016; and,

WHEREAS, during those 30 years, Chester Caine has served as a member of various committees of the Board of Supervisors, and more particularly:

1986 – 2016	Highway
1986 – 1989	Commission on Aging
1988 – 2016	Veterans Service Commission
1991	Reapportionment
2001	Library Board
2002 – 2003	Special Centralized Payroll and Human Resources
2012 – 2016	Building

WHEREAS, the absence of Chester Caine from the County Board will be a great loss to the citizens of Dodge County and to the members of the County Board who have looked to Chester Caine for counsel and leadership; and,

WHEREAS, it is the opinion of the undersigned Board of Supervisors that at this time the contributions of Chester Caine to the government of Dodge County should be testified to by this Body and recognized by this Body for all the citizens of Dodge County;

SO, NOW, THEREFORE, BE IT RESOLVED, that we, the Dodge County Board of Supervisors, in regular session assembled, do hereby extend our heartiest thanks, our heartfelt gratitude, and our very best wishes to our friend and colleague, Chester Caine, upon his departure from this Board; and,

BE IT FURTHER RESOLVED, that we take this opportunity to extend our hope that our much esteemed friend and colleague will continue to take an interest in County Government and as the opportunity may arise, to give this Body the benefit of his counsel and advice; and,

BE IT FINALLY RESOLVED, that a copy of this Resolution be entered into the official records of the Dodge County Board of Supervisors and that this Resolution be forwarded to Chester Caine as a testament to the great esteem and honor we hold for our friend, Chester Caine.

All of which is respectfully submitted this 17th day of May, 2016.

Russell Kotthe
David Fickling
Jeff Barnes
Mark Miller
Dennis R. Schmidt
Jeffrey Blaine
Richard L. Gushug
John G. G. G.
John G. G. G.
John G. G. G.
Richard Bennett
Dan Hilbert
Gerald Albrecht
Cathy Houd
Kary M. Burt

Mark Miller
Mark Miller
Mark Miller
Thomas J. Schaefer
Wayne N. Utter
Edwin H. Benter

RESOLUTION NO. 16-05

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Board of Supervisors wishes to express its appreciation to Randy Grebel, who has worked on behalf of the citizens of Dodge County by serving on the County Board; and,

WHEREAS, service on the Dodge County Board of Supervisors requires dedication, perseverance, and personal sacrifices on the part of its members; and,

WHEREAS, Randy Grebel has represented the citizens of Supervisory District No. 7 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 20, 2004 to April 19, 2016; and,

WHEREAS, during those 12 years, Randy Grebel has served as a member of various committees of the Board of Supervisors, and more particularly:

2004 – 2008	Building
2004 – 2016	Planning, Development and Parks
2008 – 2016	Highway

WHEREAS, the absence of Randy Grebel from the County Board will be a great loss to the citizens of Dodge County and to the members of the County Board who have looked to Randy Grebel for counsel and leadership; and,

WHEREAS, it is the opinion of the undersigned Board of Supervisors that at this time the contributions of Randy Grebel to the government of Dodge County should be testified to by this Body and recognized by this Body for all the citizens of Dodge County;

SO, NOW, THEREFORE, BE IT RESOLVED, that we, the Dodge County Board of Supervisors, in regular session assembled, do hereby extend our heartiest thanks, our heartfelt gratitude, and our very best wishes to our friend and colleague, Randy Grebel, upon his departure from this Board; and,

BE IT FURTHER RESOLVED, that we take this opportunity to extend our hope that our much esteemed friend and colleague will continue to take an interest in County Government and as the opportunity may arise, to give this Body the benefit of his counsel and advice; and,

BE IT FINALLY RESOLVED, that a copy of this Resolution be entered into the official records of the Dodge County Board of Supervisors and that this Resolution be forwarded to Randy Grebel as a testament to the great esteem and honor we hold for our friend, Randy Grebel.

All of which is respectfully submitted this 17th day of May, 2016.

Russell Katthe

David Fuhlig

Jeff Bener

Donald H. H. H.

Mark Miller

Dennis R. Schmidt

Jeffrey L. Carine

Richard L. Hushay

John C. John

Clayton H. H. H.

John J. H. H.

Richard Bennett

Van H. H.

David H. H.

Cathy H. H.

Ray M. H.

Ed H.

Will H.

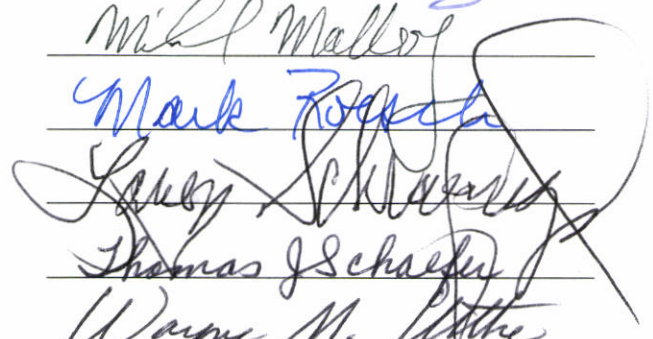
Mark H.

John H.

Thomas H.

Wayne M. H.

Edwin H.



RESOLUTION NO. 16-06

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Board of Supervisors wishes to express its appreciation to Clem Hoelzel, who has worked on behalf of the citizens of Dodge County by serving on the County Board; and,

WHEREAS, service on the Dodge County Board of Supervisors requires dedication, perseverance, and personal sacrifices on the part of its members; and,

WHEREAS, Clem Hoelzel has represented the citizens of Supervisory District No. 29 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 18, 1995 to January 13, 1999; and,

WHEREAS, Clem Hoelzel has represented the citizens of Supervisory District No. 30 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 20, 2004 to April 17, 2012; and,

WHEREAS, Clem Hoelzel has represented the citizens of Supervisory District No. 27 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 17, 2012 to December 15, 2015; and,

WHEREAS, during those 16 years, Clem Hoelzel has served as a member of various committees of the Board of Supervisors, and more particularly:

1995 – 1996	Insurance, Inventory and Purchasing
2006 – 2011	Insurance, Inventory and Purchasing
1995 – 1996	Park Commission
1995 – 1998	Waste Facility Contract
1996 – 1997	Personnel & Labor Negotiations
2004 – 2005	Personnel & Labor Negotiations
1996 – 1997	Community Action Council
1998	Audit
2006 – 2007	Audit
2004 – 2005	Health Facilities
2006 – 2013	Building
2008 – 2015	Human Services & Health Board
2012 – 2015	Aging Advisory
2014 – 2015	Aging Disability Resource Center Governing Board

WHEREAS, the absence of Clem Hoelzel from the County Board will be a great loss to the citizens of Dodge County and to the members of the County Board who have looked to Clem Hoelzel for counsel and leadership; and,

WHEREAS, it is the opinion of the undersigned Board of Supervisors that at this time the contributions of Clem Hoelzel to the government of Dodge County should be testified to by this Body and recognized by this Body for all the citizens of Dodge County;

SO, NOW, THEREFORE, BE IT RESOLVED, that we, the Dodge County Board of Supervisors, in regular session assembled, do hereby extend our heartiest thanks, our heartfelt gratitude,

RESOLUTION NO. 16-07

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Board of Supervisors wishes to express its appreciation to Howard Kriewald, who has worked on behalf of the citizens of Dodge County by serving on the County Board; and,

WHEREAS, service on the Dodge County Board of Supervisors requires dedication, perseverance, and personal sacrifices on the part of its members; and,

WHEREAS, Howard Kriewald has represented the citizens of Supervisory District No. 21 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 15, 1986 to April 17, 2012; and,

WHEREAS, Howard Kriewald has represented the citizens of Supervisory District No. 9 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 17, 2012 to April 19, 2016; and,

WHEREAS, during those 30 years, Howard Kriewald has served as a member of various committees of the Board of Supervisors, and more particularly:

1986 – 1989	Parks
1986 – 1991	Planning & Surveyor
1990 – 1991	Agriculture and Extension
1996 – 2008	Agriculture and Extension
1990 – 1991	Land Conservation
1996 – 2016	Land Conservation
1992 – 2003	Audit
2014 – 2016	Audit
1992 – 1995	Library Board
1992 – 1995	Mid Wisconsin Federated Library Board
2000 – 2003	Insurance, Inventory and Purchasing
2008 – 2009	Insurance, Inventory and Purchasing
2004 – 2013	Land Information
2009 – 2013	UW-Extension Education

WHEREAS, the absence of Howard Kriewald from the County Board will be a great loss to the citizens of Dodge County and to the members of the County Board who have looked to Howard Kriewald for counsel and leadership; and,

WHEREAS, it is the opinion of the undersigned Board of Supervisors that at this time the contributions of Howard Kriewald to the government of Dodge County should be testified to by this Body and recognized by this Body for all the citizens of Dodge County;

SO, NOW, THEREFORE, BE IT RESOLVED, that we, the Dodge County Board of Supervisors, in regular session assembled, do hereby extend our heartiest thanks, our heartfelt gratitude, and our very best wishes to our friend and colleague, Howard Kriewald, upon his departure from this Board; and,

BE IT FURTHER RESOLVED, that we take this opportunity to extend our hope that our much esteemed friend and colleague will continue to take an interest in County Government and as the opportunity may arise, to give this Body the benefit of his counsel and advice; and,

BE IT FINALLY RESOLVED, that a copy of this Resolution be entered into the official records of the Dodge County Board of Supervisors and that this Resolution be forwarded to Howard Kriewald as a testament to the great esteem and honor we hold for our friend, Howard Kriewald.

All of which is respectfully submitted this 17th day of May, 2016.

Russell Kottke
David Fredling
Jeff Benez
Russell Kottke
Marty Miller
Dennis R. Schmidt
Jeffrey S. Lane
Richard R. Hussey
Jim Olson
John J. Nick
Mark Stoltz
Nichole Bennett
Van Hilbert
Gerald Blumeyer
Cathy Houck
Ray M. Bueh

Mark Kriewald
Mark Kriewald
Mark Kriewald
Thomas Schaefer
Wayne M. Kottke
Edwin H. Bente

RESOLUTION NO. 16-08

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Board of Supervisors wishes to express its appreciation to Rodger Mattson, who has worked on behalf of the citizens of Dodge County by serving on the County Board; and,

WHEREAS, service on the Dodge County Board of Supervisors requires dedication, perseverance, and personal sacrifices on the part of its members; and,

WHEREAS, Rodger Mattson has represented the citizens of Supervisory District No. 2 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 20, 2004 to April 17, 2012; and,

WHEREAS, Rodger Mattson has represented the citizens of Supervisory District No. 33 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 17, 2012 to April 19, 2016; and,

WHEREAS, during those 12 years, Rodger Mattson has served as a member of various committees of the Board of Supervisors, and more particularly:

2004 – 2016	Building
2004 – 2013	Community Options Planning
2010 – 2013	Aging Disability Resource Center Governing Board
2014 – 2016	Audit
2014 – 2016	Taxation

WHEREAS, the absence of Rodger Mattson from the County Board will be a great loss to the citizens of Dodge County and to the members of the County Board who have looked to Rodger Mattson for counsel and leadership; and,

WHEREAS, it is the opinion of the undersigned Board of Supervisors that at this time the contributions of Rodger Mattson to the government of Dodge County should be testified to by this Body and recognized by this Body for all the citizens of Dodge County;

SO, NOW, THEREFORE, BE IT RESOLVED, that we, the Dodge County Board of Supervisors, in regular session assembled, do hereby extend our heartiest thanks, our heartfelt gratitude, and our very best wishes to our friend and colleague, Rodger Mattson, upon his departure from this Board; and,

BE IT FURTHER RESOLVED, that we take this opportunity to extend our hope that our much esteemed friend and colleague will continue to take an interest in County Government and as the opportunity may arise, to give this Body the benefit of his counsel and advice; and,

BE IT FINALLY RESOLVED, that a copy of this Resolution be entered into the official records of the Dodge County Board of Supervisors and that this Resolution be forwarded to Rodger Mattson as a testament to the great esteem and honor we hold for our friend, Rodger Mattson.

All of which is respectfully submitted this 17th day of May, 2016.

Russell Kettle
David Furling

Jeff Blue

Thomas Schaefer

Mark Roesch

Dennis R. Schmidt

Jeffery Slaines

Richard L. Schaefer

Jeff Schaefer

Jeff Schaefer

Harold Schaefer

Richard Bennett

Van Hilbert

Harold Admeyer

Cathy Hous

Leon M. Schaefer

Mark Roesch

Mark Roesch

Mark Roesch

Thomas Schaefer

Wayne M. Utke

Edwin H. Benten

RESOLUTION NO. 16-09

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Board of Supervisors wishes to express its appreciation to Darrell Pollesch, who has worked on behalf of the citizens of Dodge County by serving on the County Board; and,

WHEREAS, service on the Dodge County Board of Supervisors requires dedication, perseverance, and personal sacrifices on the part of its members; and,

WHEREAS, Darrell Pollesch has represented the citizens of Supervisory District No. 36 and Dodge County, as a member of the Dodge County Board of Supervisors, from November 12, 1996 to April 16, 2002; and,

WHEREAS, Darrell Pollesch has represented the citizens of Supervisory District No. 36 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 20, 2010 to April 17, 2012; and,

WHEREAS, Darrell Pollesch has represented the citizens of Supervisory District No. 1 and Dodge County, as a member of the Dodge County Board of Supervisors, from April 17, 2012 to April 19, 2016; and,

WHEREAS, during those 11 years, Darrell Pollesch has served as a member of various committees of the Board of Supervisors, and more particularly:

1996 – 2001	Health Facilities
1996 – 2001	Law Enforcement
2010 – 2016	Law Enforcement
2010 – 2016	Audit
2012 – 2016	UW-Extension Education

WHEREAS, the absence of Darrell Pollesch from the County Board will be a great loss to the citizens of Dodge County and to the members of the County Board who have looked to Darrell Pollesch for counsel and leadership; and,

WHEREAS, it is the opinion of the undersigned Board of Supervisors that at this time the contributions of Darrell Pollesch to the government of Dodge County should be testified to by this Body and recognized by this Body for all the citizens of Dodge County;

SO, NOW, THEREFORE, BE IT RESOLVED, that we, the Dodge County Board of Supervisors, in regular session assembled, do hereby extend our heartiest thanks, our heartfelt gratitude, and our very best wishes to our friend and colleague, Darrell Pollesch, upon his departure from this Board; and,

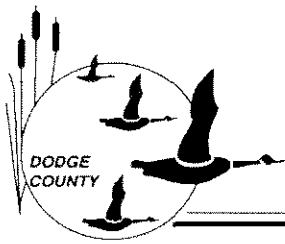
BE IT FURTHER RESOLVED, that we take this opportunity to extend our hope that our much esteemed friend and colleague will continue to take an interest in County Government and as the opportunity may arise, to give this Body the benefit of his counsel and advice; and,

BE IT FINALLY RESOLVED, that a copy of this Resolution be entered into the official records of the Dodge County Board of Supervisors and that this Resolution be forwarded to Darrell Pollesch as a testament to the great esteem and honor we hold for our friend, Darrell Pollesch.

All of which is respectfully submitted this 17th day of May, 2016.

Russell Kotche
David Fohling
Jeff Bland
Darrell Pollesch
Mark Miller
Dennis R. Schmidt
Jeffrey A. Levine
Richard L. Gushay
John C. Doherty
Thomas J. Wuk
Glenn W. Stuebe
Richard Bennett
Dan Gilbert
Gerald Adelmeier
Cathy Henchman
Sam M. Rood

Mark Miller
Mark Roesch
Larry Scheraga
Thomas Schaefer
Wayne M. Witte
Edwin W. Benter



Clearview

MEMORANDUM

TO: Dodge County Board Supervisors

FROM: Jane E. Hooper, Administrator

DATE: 4/27/16

Clearview recently had a long-term employee retire. We have studied and analyzed the organization's needs and have developed a plan to more efficiently meet the needs of the Clearview residents.

Clearview's Scheduling Department schedules all nursing, assisted living, activity, and dietary staffs, which includes approximately 315 employees on a 24/7 basis. Scheduling includes covering for illness, leaves of absence, vacations, and ensuring our regulated state and federal staffing requirements are met for every shift.

The needs of the Clearview organization could best be met, following this unplanned retirement, with the abolishment of two positions and the creation of two positions which continues to encompass the Kronos system.

In doing this reorganization, we would like to replace the vacated Scheduling Supervisor (abolish) and create a position of a Scheduling Assistant.

The role of Staffing Services Supervisor (create) will be filled with an employee currently employed, which will abolish the Payroll Specialist position.

Thank you for your consideration in this change to the Clearview organization. Please feel free to contact me at (920) 386-3409.

HF\Scheduling and Payroll I

198 County DF
Juneau, WI 53039
(920) 386-3400 telephone
(920) 386-3405 facsimile

RESOLUTION NO. 16-10

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
MEMBERS,

WHEREAS, the Dodge County Health Facilities Committee (Committee) has studied and analyzed staffing needs at Clearview; and,

WHEREAS, as a result of these studies and analyses, the Committee has formed the considered conclusions that:

1. One new, benefited, full-time position of *Scheduling Assistant* at Clearview should be created, effective May 18, 2016;
2. One new, benefited, full-time position of *Staffing Services Supervisor* at Clearview should be created, effective May 18, 2016;
3. One funded, filled, benefited, full-time position of *Payroll Specialist* at Clearview should be abolished, effective May 18, 2016; and,
4. One funded, vacant, benefited, full-time position of *Scheduling Supervisor* at Clearview should be abolished, effective May 18, 2016; and,

WHEREAS, a job description for the proposed position of *Scheduling Assistant* has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, a job description for the proposed position of *Staffing Services Supervisor* has been marked for identification as Exhibit "B" and has been attached hereto; and,

WHEREAS, a job description for the position of *Payroll Specialist* has been marked for identification as Exhibit "C" and has been attached hereto; and,

WHEREAS, a job description for the position of *Scheduling Supervisor* has been marked for identification as Exhibit "D" and has been attached hereto; and,

WHEREAS, it is reasonably anticipated that there will be monies in the 2016 Budget of Clearview sufficient to fund the proposed position of *Scheduling Assistant* and the proposed position of *Staffing Services Supervisor* for the remainder of the calendar year of 2016;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby:

1. Creates one new, benefited, full-time position of *Scheduling Assistant* at Clearview, effective May 18, 2016;
2. Creates one new, benefited, full-time position of *Staffing Services Supervisor* at Clearview, effective May 18, 2016;


3. Abolishes one funded, filled, benefited, full-time position of *Payroll Specialist* at Clearview, effective May 18, 2016; and,
4. Abolishes one funded, vacant, benefited, full-time position of *Scheduling Supervisor* at Clearview, effective May 18, 2016; and,

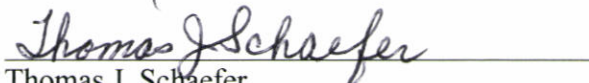
BE IT FINALLY RESOLVED, that monies from the 2016 Budget of Clearview shall be used to fund the position of *Scheduling Assistant* and the position of *Staffing Services Supervisor* for the remainder of the calendar year of 2016.


All of which is respectfully submitted this 27th day of April, 2016.

Dodge County Health Facilities Committee:


Larry Bischoff


Jeffry Duchac


Thomas J. Schaefer


Dan Hilbert

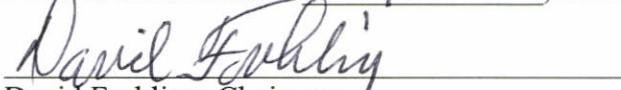

Lisa Derr

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2016 Budget? X Yes or No

Fiscal Impact on the adopted 2016 Budget:
(\$402.00)

Fiscal Impact reviewed by the Dodge County Finance Committee on 5/10 , 2016.


David Frohling, Chairman
Dodge County Finance Committee

Name	Grade / Step	Hourly Rate	Salary	Health	Dental	SocSec	WRS	Total
Scheduling Supervisor	5/14B	26.21	21,611.00	4,225.00	343.00	1,653.00	1,426.00	29,258.00
Payroll Specialist	3/3	16.00	12,608.00	2,883.00	134.00	965.00	832.00	17,422.00
Current Total			34,219.00	7,108.00	477.00	2,618.00	2,258.00	46,680.00
Staffing Services Supervisor	7/3	23.72	30,741.12	4,800.00	200.00	2,351.70	2,028.91	40,121.73
Scheduling Assistant	3/3	15.58	20,191.68	10,563.13	641.88	1,544.66	1,332.65	34,273.99
Revised Total			50,932.80	15,363.13	841.88	3,896.36	3,361.56	74,395.72
Budget (2016)								
Scheduling supervisor			56,576.00	16,901.00	1,027.00	4,328.00	3,734.00	82,566.00
Payroll Specialist			33,779.00	0.00	320.00	2,584.00	2,229.00	38,912.00
2016 Budget Impact (Decrease)			(5,203.20)	5,570.13	(28.13)	(397.64)	(343.44)	(402.00)

Assumptions:

Scheduling supervisor through
5/17/16

Payroll Specialist through 5/17/16

Staffing Services supervisor
5/18/16 - 12/31/16

Scheduling Assistant 5/18/16 -
12/31/16

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$14.74 - \$20.21

JOB TITLE:	Scheduling Assistant	FLSA STATUS:	Non Exempt
DEPARTMENT:	Nursing Administration	REPORTS TO:	Scheduling Supervisor
LOCATION:	Clearview	DATE:	December 16, 1999
LABOR GRADE:	Dodge County Three (3)	REVISED:	1/1/13
OVERALL PURPOSE/SUMMARY:			
Under the general direction of Scheduling Supervisor assists with the scheduling of nursing assistants and other staff as necessary. Provides training to new staff.			
PRINCIPAL DUTIES AND RESPONSIBILITIES:			
<ol style="list-style-type: none"> 1. Assists with the development of the Nursing work schedule. 2. Receives and sends phone messages related to schedules for nursing staff. 3. Enters data into computer related to schedules and attendance. 4. Arranges for coverage when there are staff call ins. 5. Alters staffing patterns to comply with census and/or budget. 6. Assists with feeding of residents as assigned. 7. Performs other duties as may be required or assigned. 8. Functions as a member of the team and participates in the household concept. 9. Participates in resident and facility emergencies. 10. Regular attendance and punctuality required. 11. Attends all mandatory inservices. 12. Represents Clearview in a positive and professional manner at all times at work. 13. Performs other related duties as they may be required or assigned. 			
JOB SPECIFICATION:			
KNOWLEDGE, SKILLS, AND ABILITIES			
Knowledge of and respect for resident rights.			
Knowledge of and ability to comply with policies and procedures.			
Knowledge of state and applicable federal codes.			
Ability to accurately enter information into computer at rate equivalent to 30 wpm.			
Ability to problem solve.			
Interpersonal skills with positive attitude and ability to motivate others.			
Ability to remain calm under stressful conditions.			
Pleasant phone voice and good phone etiquette.			
Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.			
EDUCATION AND EXPERIENCE			
High school diploma or GED equivalent supplemented by computer/secretarial courses with one year of office experience utilizing computers and general office skills is preferred. Six months previous experience in health care environment and some previous scheduling experience is preferred.			
Must be certified as a Feeding Assistant or become certified within orientation period.			
WORKING CONDITIONS:			
Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.			
PHYSICAL DEMANDS:			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
APPROVALS:		FOR HUMAN RESOURCE USE:	
EMPLOYEE SIGNATURE:		ANALYST(S):	
DATE:		DATE:	
SUPERVISOR SIGNATURE:			
DATE:			
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).			

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$22.44-\$30.77

JOB TITLE:	Staffing Services Supervisor	FLSA STATUS:	Exempt
DEPARTMENT:	Financial Services / Nursing Administration	REPORTS TO:	Director of Financial Services / Director of Nursing
LOCATION:	Clearview	DATE:	DRAFT
LABOR GRADE:	Dodge County Seven (7)	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of Director of Financial Services and Director of Nursing is responsible for the scheduling of nursing staff, licensed staff, household and dietary personnel. Is also responsible for all payroll activities for Clearview employees. Provides training for new staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responsible for all scheduling and pre-payroll activities for Clearview.
2. Updates / maintains scheduling system and records.
3. Responsible for all pre-payroll deadlines.
4. Responsible for answering questions pertaining to scheduling, pre-payroll and personnel data.
5. Responsible for maintaining appropriate staff levels of above named areas by supervising those who schedule internal and external personnel.
6. Approves/denies requests for personal and vacation time and Initiates attendance related discipline for above staff.
7. Organizes information for management reports and assists with collection of information as requested by the State and/or Federal regulations.
8. Provides clinical nurse coverage for the eye doctor, dentist and podiatrist.
9. Assures license compliance for RN and LPN staff and follows up with LPN/RN for licensure.
10. Assists with the set up and development of the work schedule and Scheduling software.
11. Receives and sends phone messages related to schedules for above named departments.
12. Enters data into computer related to schedules and attendance.
13. Arranges for coverage when above departments call in due to absence.
14. Alters staffing patterns to comply with census and/or budget.
15. Performs direct supervision of the Scheduling Assistants.
16. Attends all mandatory in-services.
17. Participates in resident and facility emergencies.
18. Functions as a member of the team and participates in the Household concept.
19. Represents Clearview in a positive and professional manner at all times at work.
20. Regular attendance and punctuality required.
21. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of current State and Federal basic labor laws regarding long-term care and nursing practices and standards.

Considerable knowledge of bookkeeping principles/procedures and modern office methods/practices.

Ability to efficiently and accurately operate computer, printers and other related equipment.

Ability to do mathematical calculations for accurate record keeping and preparation of reports.

Ability to consistently apply payroll policies and procedures.

Ability to maintain confidentiality.

Knowledge of and ability to comply with policies and procedures.

Knowledge of and respect for resident rights.

Knowledge of supervisory principles and practices.

Ability to work independently on responsible and confidential administrative assignments.

Ability to maintain effective working relationships.

Ability to maintain accurate/complete records and prepare clear/detailed reports.

Ability to remain calm in stressful situations, maintain pleasant phone voice, and good phone etiquette.

Ability to follow policy, treat staff with equality/fairness and adhere to schedules.

Ability to accurately enter information into computer and knowledge of computer software including Excel and Word.

Must be able to effectively communicate to persons of varying degrees of education and experience using verbal and written English communication skills.

Previous Kronos payroll and/or scheduling experience preferred.

Interpersonal skills with positive attitude and ability to motivate others.

Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

EDUCATION AND EXPERIENCE

Four (4) year degree from an accredited university or college in Business Administration, Healthcare Management, Accounting, Finance or related field. Two (2) years of payroll and/or scheduling experience utilizing computers is required. Previous experience in a health care facility in a Payroll or Scheduler position in a long term health facility preferred. Supervisory and interviewing experience preferred. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

WORKING CONDITIONS

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS**EMPLOYEE SIGNATURE:****DATE:****SUPERVISOR SIGNATURE:****DATE:****FOR HUMAN RESOURCE USE****ANALYST(S):****DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$14.74 - \$20.21

JOB TITLE:	Payroll Specialist	FLSA STATUS:	Non-exempt
DEPARTMENT:	Financial Services	REPORTS TO:	Director Financial Services
LOCATION:	Clearview	DATE:	July 28, 1998
LABOR GRADE:	Dodge County Three (3)	REVISED:	01/01/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Director Financial Services, prepares payroll, personnel and general administrative records. Provides training for new staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares and distributes bi-weekly payroll.
2. Updates/maintains computer programs and records relating to payroll.
3. Takes the lead in maintaining payroll deadlines.
4. Gathers and compiles payroll/personnel data and prepares special reports.
5. Responds to employee questions regarding payroll calculations and related personnel data.
6. Provide additional office support as required or assigned.
7. Participates in resident and facility emergencies.
8. Functions as a member of the team and participates in the household concept.
9. Attends all mandatory in-services.
10. Represents Clearview in a positive and professional manner at all times at work.
11. Regular attendance and punctuality required.
12. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and respect for residents rights.
 Considerable knowledge of bookkeeping principles/procedures and modern office methods/practices.
 Thorough knowledge of current Federal and State Labor Laws.
 Knowledge of Business English and spelling.
 Ability to efficiently and accurately operate computer, printers and other related equipment.
 Ability to accurately enter data into computer.
 Ability to do mathematical calculations for accurate record keeping and preparation of reports.
 Ability to consistently apply payroll policies and procedures.
 Ability to understand and effectively carry out instructions.
 Ability to maintain confidentiality.
 Ability to communicate effectively, establishing/maintaining public and working relationships, and answer inquiries with tact and courtesy.
 Ability to work independently and without direct supervision.
 Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, completion of vocational/technical training in bookkeeping or related area, two (2) years payroll processing experience, and knowledge of automated accounting and spreadsheets required. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered. Must be certified as a Feeding Assistant or become certified within orientation period.

WORKING CONDITIONS

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
DATE:
SUPERVISOR SIGNATURE:
DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$18.59 - \$26.49

JOB TITLE:	Scheduling Supervisor	FLSA STATUS:	Exempt
DEPARTMENT:	Nursing Administration	REPORTS TO:	Director of Nursing
LOCATION:	Clearview	DATE:	July 9, 2010
LABOR GRADE:	Dodge County Five (5)	REVISED:	01/01/2013

OVERALL PURPOSE/SUMMARY

Under the general direction of Director of Nursing assists with the scheduling of nursing staff, licensed staff, household and dietary personnel. Provides training for new staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responsible for maintaining appropriate staff levels of above named areas. Responsible for maintaining appropriate staff levels of Team Leaders and RN Supervisors by scheduling both internal and external personnel.
2. Approves/denies requests for personal and vacation time and initiates attendance related discipline for above staff.
3. Organizes information for management reports and assists with collection of information as requested by the State and/or Federal regulations.
4. Provides clinical nurse coverage for the eye doctor, dentist and podiatrist.
5. Assures license compliance for RN and LPN staff and follows up with LPN/RN for licensure.
6. Assists with the set up and development of the work schedule and Scheduling software.
7. Receives and sends phone messages related to schedules for above named departments.
8. Enters data into computer related to schedules and attendance.
9. Arranges for coverage when above departments call in due to absence.
10. Alters staffing patterns to comply with census and/or budget.
11. Performs direct supervision of Scheduling Assistant.
12. Attends all mandatory inservices.
13. Participates in resident and facility emergencies.
14. Functions as a member of the team and participates in the Household concept.
15. Represents Clearview in a positive and professional manner at all times at work.
16. Regular attendance and punctuality required.
17. Performs related duties as may be required or assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of current State and Federal basic labor laws regarding long-term care and nursing practices and standards.
 Knowledge of and ability to comply with policies and procedures
 Knowledge of and respect for resident rights
 Knowledge of supervisory principles and practices.
 Ability to work independently on responsible and confidential administrative assignments.
 Ability to maintain effective working relationships.
 Ability to maintain accurate/complete records and prepare clear/detailed reports.
 Ability to remain calm in stressful situations, maintain pleasant phone voice, and good phone etiquette.
 Ability to follow policy, treat staff with equality/fairness and adhere to schedules.
 Ability to accurately enter information into computer and knowledge of computer software including Excel and Word.
 Must be able to effectively communicate to persons of varying degrees of education and experience using verbal and written English communication skills.
 Must have basic math skills at a functional level and problem solving abilities.
 Previous scheduling experience preferred.
 Interpersonal skills with positive attitude and ability to motivate others.
 Must have flexibility to adjust work schedule to meet resident, staffing or facility needs

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent supplemented by computer/secretarial courses with two years of office experience utilizing computers and general office skill is required. Previous experience in a health care facility or Scheduler/Clerical position in a long term health facility preferred. Supervisory and interviewing experience required. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

WORKING CONDITIONS

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS**EMPLOYEE SIGNATURE:****DATE:****SUPERVISOR SIGNATURE:****DATE:****FOR HUMAN RESOURCE USE****ANALYST(S):****DATE:**

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 16-11

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Human Resources and Labor Negotiations Committee is the advisory and policy-making body for the Dodge County Human Resources Department; and,

WHEREAS, the Human Resources Department is responsible for administering employee benefit plans for eligible classes of employees working for Dodge County; and,

WHEREAS, beginning January 1, 2006, and for periods of time thereafter, Dodge County has offered its eligible non-represented employees the opportunity to participate in a Post-Employment Health Plan, also known as a "PEHP Plan" and referred to hereafter as such; and,

WHEREAS, the PEHP Plan benefit that Dodge County provides to non-represented employees who terminate employment, and who are eligible to receive a retirement annuity under the provisions of the Wisconsin State Retirement Plan, is an Insurance Premium Reimbursement Account; and,

WHEREAS, one of the intended purposes of providing a PEHP Plan benefit is to encourage employees to exercise good judgment in the usage of their sick leave so that upon retirement they will have a source of funds to help defray the cost of medical insurance; and,

WHEREAS, funding of the PEHP Plan benefit is accomplished by a payment of eighty percent (80%) of an eligible non-represented employee's accumulated sick leave (up to a maximum of 120 days) into a post-employment health plan deposit account in the name of that employee, and the money in that account is restricted to the payment of insurance premiums; and,

WHEREAS, in the absence of providing a PEHP Plan benefit to eligible non-represented employees Dodge County has provided eligible employees with a payment of up to sixty percent (60%) of their accumulated sick leave (up to a maximum of 120 days) upon termination; and,

WHEREAS, the current policy or agreement that provides eligible non-represented employees with a PEHP Plan benefit expires on December 31, 2016; and,

WHEREAS, the Human Resources and Labor Negotiations Committee, after due consideration and deliberation, has determined that it is in the best interest of Dodge County to continue to provide the PEHP Plan benefit to its eligible non-represented employees for a period of two additional years, from December 31, 2016, up to, and including, December 31, 2018, and for the Human Resources and Labor Negotiations Committee to annually review the PEHP Plan benefit at its first meeting in March, and at each such annual review to consider a one-year extension of the PEHP Plan benefit to provide for a rolling two-year expiration date; and,

WHEREAS, a document entitled *Explanation* has been marked for identification as Exhibit “A”, and has been attached hereto. This document explains the proposed annual review in March of the PEHP Plan benefit by the Dodge County Human Resources and Labor Negotiations Committee and the proposed Human Resources and Labor Negotiations Committee’s consideration, at each such annual review, of a one-year extension of the PEHP Plan benefit to provide a rolling two-year expiration date; and,

WHEREAS, the Human Resources and Labor Negotiations Committee recommends that the Dodge County Board of Supervisors authorize and direct the Human Resources and Labor Negotiations Committee to take such actions that are deemed necessary and proper in order to:

1. Continue to provide the PEHP Plan benefit to eligible non-represented employees of Dodge County for a period of two additional years, from December 31, 2016, up to, and including, December 31, 2018; and,
2. Annually review the PEHP Plan benefit at its first meeting in March, and at each such annual review to consider a one-year extension of the PEHP Plan benefit to provide for a rolling two-year expiration date; and,
3. Assure adequate accounting and administrative procedures in relation to the PEHP Plan benefit;

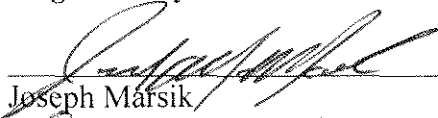
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Human Resources and Labor Negotiations Committee to take such actions that are deemed necessary and proper in order to:

1. Continue to provide the Post-Employment Health Plan benefit (PEHP Plan benefit) to eligible non-represented employees of Dodge County for a period of two additional years, from December 31, 2016, up to, and including, December 31, 2018; and,
2. Annually review the PEHP Plan benefit at its first meeting in March, and at each such annual review to consider a one-year extension of the PEHP Plan benefit to provide for a rolling two-year expiration date; and,
3. Assure adequate accounting and administrative procedures in relation to the PEHP Plan benefit; and,


BE IT FINALLY RESOLVED, that funding of the PEHP Plan benefit be accomplished by a payment of eighty percent (80%) of an eligible non-represented employee’s accumulated sick leave (up to a maximum of 120 days) into a post-employment health plan deposit account in the name of that employee, with the money in that account restricted to the payment of insurance premiums.


All of which is respectfully submitted this 17th day of May, 2016.

Dodge County Human Resources and Labor Negotiations Committee:


Joseph Marsik

Jeffry Duchac


David Frohling


Dennis Schmidt



Richard Greshay

FISCAL NOTE:

Is the referenced expenditure included in the adopted
2016 Budget? X Yes or No

Fiscal Impact on the adopted 2016 Budget:
\$ 0

Fiscal Impact reviewed by the Dodge County
Finance Committee on
 5/10 , 2016.


David Frohling, Chairman
Dodge County Finance Committee

EXPLANATION

This document is an explanation of the annual review in March of the PEHP Plan benefit by the Dodge County Human Resources and Labor Negotiations Committee (HR&LN Committee) and the HR&LN Committee's consideration, at each such annual review, of a one-year extension of the PEHP Plan benefit to provide a rolling two-year expiration date.

The intent of this resolution is to make it easier and allow time for employees and managers to plan/budget for retirements.

1. If the Dodge County Board of Supervisors adopts this Resolution, then:
 - A. *The PEHP Plan benefit will be extended, from December 31, 2016, up to, and including, December 31, 2018;*
 - B. The first annual review of the PEHP Plan benefit by the HR&LN Committee will take place in March of 2017, at which time, the HR&LN Committee will review the PEHP Plan benefit, and will consider a one-year extension of the PEHP Plan benefit to provide a rolling two-year expiration date;
 - C. The one-year extension that the HR&LN Committee will consider in March of 2017, and that will provide a rolling two-year expiration date, will be a one-year extension of the PEHP Plan benefit from December 31, 2018, up to, and including, December 31, 2019; and,
 - D. In March of years subsequent to 2017, the HR&LN Committee will perform similar annual reviews of the PEHP Plan benefit, and will similarly consider one-year extensions of the PEHP Plan benefit to provide for rolling two-year expiration dates.

RESOLUTION NO. 16-12

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
MEMBERS,

WHEREAS, the Dodge County Finance Committee (Committee) has studied and analyzed staffing needs in the Dodge County Finance Department related to implementation of the Enterprise Resource Planning (ERP) system (also known as a financial software package); and,

WHEREAS, as a result of these studies and analyses, the Committee has formed the considered conclusions that one new, benefited, full-time position of *Assistant Project Director* in the Finance Department should be created, effective May 18, 2016, and continue through the duration of the ERP Project which is anticipated to be completed in calendar year 2018; and,

WHEREAS, a job description for the proposed position of *Assistant Project Director* has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, no funds have been budgeted in the 2016 Finance Department Budget to pay for wages and fringe benefits for the proposed position of *Assistant Project Director* during the period of time commencing on May 18, 2016, and ending on December 31, 2016, both inclusive; and,


WHEREAS, there are funds in the amount of \$55,000 in Business Unit 100.3429, Unassigned General Fund, available for transfer and sufficient to pay wages and fringe benefits for the proposed position of *Assistant Project Director* during the period of time commencing on May 18, 2016, and ending on December 31, 2016, both inclusive;

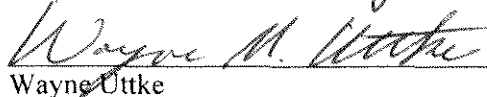
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby creates one new, benefited, full-time position of *Assistant Project Director* in the Dodge County Finance Department, effective May 18, 2016; and,

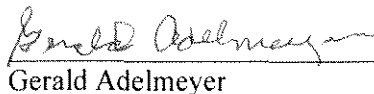
BE IT FINALLY RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to transfer the sum of \$55,000, from Business Unit 100.3429, Unassigned General Fund, to Business Unit 1301, Finance, Account No. 5121, Wages, and to various fringe benefit accounts to be determined by the Dodge County Finance Director, to be used to pay wages and fringe benefits for the position of *Assistant Project Director*, during the period of time commencing on May 18, 2016, and ending on December 31, 2016, both inclusive.

All of which is respectfully submitted this 17th day of May, 2016.

Dodge County Finance Committee:


David Frohling


Wayne Utke


Gerald Adelmeyer


Thomas Schaefer


Ed Benter

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2016 Budget? _____ Yes or X No

Fiscal Impact on the adopted 2016 Budget:
\$55,000

Fiscal Impact reviewed by the Dodge County Finance Committee on May 10, 2016.



David Frohling, Chairman
Dodge County Finance Committee

DODGE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Assistant Project Director</u>	FLSA STATUS: _____
DEPARTMENT: Finance	REPORTS TO: Finance Director
LOCATION: Administration Building	DATE: April 28, 2016
LABOR GRADE:	REVISED:

OVERALL PURPOSE/SUMMARY

Under the general direction of the Finance Director, provides a broad scope of analytical and systems support to the Finance Department and client-serving departments with an emphasis in business management, financial systems and workflow analysis. Assists with project administration and management including task identification and follow-up, project plan maintenance, communication of project status to stakeholders, analysis and resolution of project roadblocks. Acts as a liaison between project manager and stakeholders, executes quality assurance reviews and creates policy and procedure documentation.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Along with the Finance Director, be a part of the leadership team for evaluating work flow analysis and implementing the Enterprise Resource Planning (ERP) program.
2. Assist in the coordination, planning, work flow evaluation, and training of County departments to ensure a smooth transition into the ERP system.
3. Conduct interviews and performs analysis in order to create written documentation of policies and procedures. Gain in-depth knowledge about services and projects provided by the County as they relate to planning the ERP software and organizational change.
4. Assist with development of financial processes and procedures pertaining to the ERP system to bring together finance reporting tools, management reporting tools, reconciliation, budgeting and estimating processes.
5. Develop/maintain strong working relationships with department personnel, anticipating the needs of, and communicating with, all levels of employees regarding the importance of the ERP system, project management and control.
6. Perform quality assurance on data provided by various departments, prior to posting transactions to the enterprise resource system
7. Coordinate efforts and engage appropriate users to assess and identify customization of ERP and redesign of business processes to create efficiencies and effective use of resource management that fit the user's needs.
8. Assist with providing guidance to other departments on effective, efficient use of the County enterprise resource system and its data.
9. Assist with project administration and management including project task identification, scheduling and follow-up.
10. Act as a single point of contact (liaison) between the project manager, County Administrator, Finance Department, project stakeholders and business units.
11. Initiate and maintain appropriate communications with regard to project status, timelines and project changes.
12. Attend all meetings as project manager assistant and documentarian.
13. Maintains the project calendar and calendar of the project manager.
14. Conduct research, perform root cause analysis and formulate recommendations for issue resolution.
15. Work to understand customer and user requirements, their strategies, and their goals.
16. Align project tasks to business goals, manage stakeholders, and communicate project status, milestones, and unexpected difficulties effectively.
17. Assist with review of requirements, specifications, test, support and training plans to ensure they are in line with the business objectives of the project.
18. Lead collaborative, cross-functional meetings to improve consistency and accuracy in essential finance processes and county-wide financial reports
19. Participate in efforts to collect and analyze metrics and continually improve processes owned by the Finance Department.
20. Effectively collaborate with departments and resource management teams to assist in utilizing resources to achieve department and Dodge County goals.
21. Other related duties as assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Two years of progressively responsible experience in project management, financial analysis or systems development.

- Ability to use logic and reasoning to identify problems and make sound decisions, including situations where only limited information is available.
- Skill in conducting research, analyzing complex issues, and formulating recommendations.
- Ability to read, understand and interpret contracts, budgets, financial statements, accounting policies and procedures, corporate documents and audit reports.
- Ability to speak with others to convey information (technical and non-technical) clearly and effectively to people at all levels of the organization.
- Ability to communicate information and ideas in writings such as reports, business correspondence, emails, and procedures manuals, clearly and effectively to people at all levels of the organization.
- Ability to organize work effectively and efficiently, i.e., utilize resources to accomplish multiple tasks according to deadlines.
- Ability to effectively manage multiple priorities and work within tight time constraints.
- Ability to effectively manage change and foster a culture with open communications.
- Ability to focus on business benefits of ERP and focus on business processes, not just technical training.
- Ability to maintain confidentiality and professionalism.
- Ability to proficiently use MS Office software.
- Ability to work independently on special projects.
- Ability to understand ERP systems, complex financial systems and organizational needs as they relate to a successful implementation of the ERP software preferred, but not required.

EDUCATION AND EXPERIENCE

Bachelor's degree in Business & Management – Project Management and/or Communication or related field and 5 years of experience. In addition, education and experience in Finance, Information Technology, or Business Administration.

In evaluating candidates for this position, the County may consider a combination of education, training and experience, which provides the necessary knowledge, skills and abilities to perform the essential duties of the position.

WORKING CONDITIONS

Office environment.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.


REPORT 1


TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We, the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Louise Feucht requesting amendment of the Land Use Code, Dodge County, Wisconsin, to rezone approximately 9-acres of land from an A-1 Prime Agricultural Zoning District to an A-2 General Agricultural Zoning District in part of the NW ¼, NE ¼, and part of the SW ¼, NE ¼, Section 31, Town of Lomira, for the purpose of creating a non-farm residential lot and recommend adoption of the attached ordinance.

The committee has reviewed and considered the facts presented in the application and received at the public hearing and finds that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal. The committee finds that the proposal is consistent with the Dodge County Comprehensive Plan and the stated purposes of the Dodge County Land Use Code. The committee finds that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment and further finds that the land proposed for rezoning is suitable for development and will not cause unreasonable soil erosion or have an unreasonable adverse effect on rare or irreplaceable natural areas. The committee finds that the proposal will not be used to legitimize or spot zone a nonconforming use or structure and finds that the rezoning is the minimum action necessary to accomplish the intent of the petition.

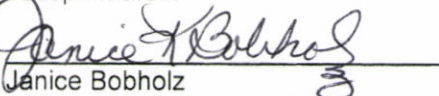
Respectfully submitted this 18th day of April, 2016.


Tom Schaefer


Allen Behl


Randy Grebel


Joseph Marsik


Janice Bobholz

Planning, Development and Parks Committee

Ordinance No. 951

An ordinance amending the Land Use Code, Dodge County, Wisconsin by placing certain lands in Section 31, T13N, R17E, Town of Lomira, in the A-2 General Agricultural zoning district.

Whereas the subject matter of this ordinance has been duly referred to and considered by the Dodge County Planning, Development and Parks Committee and a public hearing having been held, after the giving of requisite notice of said hearing and a recommendation thereon having been reported to the Board of Supervisors, Dodge County, Wisconsin as required by Section 59.69 of the Wisconsin Statutes.

Whereas the Dodge County Planning, Development and Parks Committee has reviewed and considered the facts presented in the application and received at the public hearing relating to the subject matter of this ordinance for compliance with the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code.

Whereas the Dodge County Planning, Development and Parks Committee has found that the criteria listed in Section 2.3.4.1 of the Dodge County Land Use Code can be met for this proposal and has further found that the proposal is substantially consistent with the Dodge County Comprehensive and Farmland Preservation Plan and the stated purposes of the Dodge County Land Use Code. Furthermore, this Committee has found that the proposal will not result in significant adverse impacts upon the surrounding properties or the natural environment, that the land proposed for rezoning is suitable for development and will not have an unreasonable effect on rare or irreplaceable natural resources, that the proposal will not significantly impair or limit current or future agricultural use of the adjacent properties, be used to legitimize or spot zone a nonconforming use or structure and that the rezoning petition is the minimum action necessary to accomplish the intent of the petition.

The County Board of Supervisors of the County of Dodge do ordain as follows:

Section 1. The "official zoning map" adopted with the Land Use Code, Dodge County, Wisconsin on March 21, 2000 is hereby amended as shown on the map attached hereto and made part of this ordinance.

Section 2. This ordinance shall be effective upon passage.

Section 3. All ordinances or parts of ordinances inconsistent with or in contradiction of the provisions of this ordinance are hereby repealed.

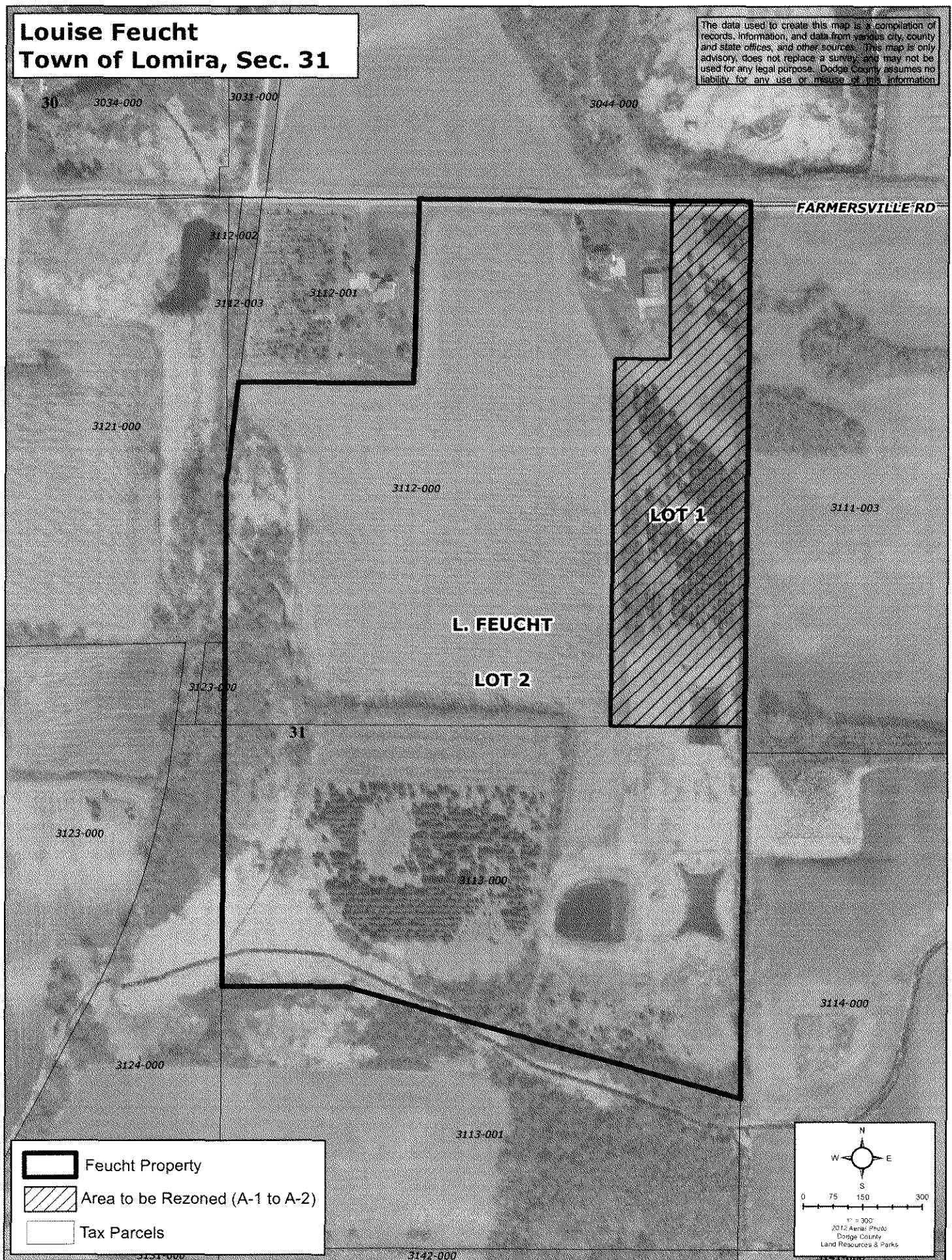
Adopted and Approved this _____ day of _____, 2016.

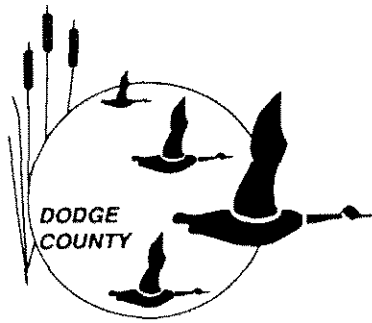
Russell Kottke
Chairman

Karen J. Gibson
County Clerk

Louise Feucht Town of Lomira, Sec. 31

The data used to create this map is a compilation of records, information, and data from various city, county and state offices, and other sources. This map is only advisory, does not replace a survey, and may not be used for any legal purpose. Dodge County assumes no liability for any use or misuse of this information.





ADMINISTRATION DEPARTMENT

JAMES MIELKE, COUNTY ADMINISTRATOR

127 East Oak Street, Juneau, Wisconsin, 53039 (920) 386-4251

To: Dodge County Board of Supervisors
From: Jim Mielke
Date: May 10, 2016

Re: Ordinance 952 – Proposed Amendment to Civil Service

Ordinance 952 was reviewed by the Human Resource & Labor Negotiations Committee on May 3rd. By a 4-1 vote, (Supervisor Dennis Schmidt - No) the Committee supported the proposed Ordinance Amendment.

The Law Enforcement Committee reviewed the Ordinance Amendment on May 6th. The Committee did not take formal action on the 6th. Committee Chair MaryAnn Miller asked members of the Committee if they wished to have additional time to review the proposed amendment. The consensus was additional time would be beneficial, Sheriff Dale Schmidt was in full agreement of affording committee members additional time to review. **Please note – the Law Enforcement Committee has scheduled a meeting for 6:15 p.m. Tuesday May 17th in Room 4C of the Administration Building. The Committee will review, discuss and consider action on Ordinance 952 at that time.**



DODGE COUNTY SHERIFF'S OFFICE

Dale J Schmidt Sheriff Scott Smith Chief Deputy

To: The Honorable County Board of Supervisors
 From: Sheriff Dale J. Schmidt *DJS*
 Date: May 10, 2016
 RE: Proposed Civil Service Ordinance Change

On Tuesday, May 17, 2016 a proposal to amend section 5.04, Civil Service, of Chapter 5, Law Enforcement, of the Code of Ordinances will be presented to you. It is my intent with this letter to educate you on the reasons for this request which include an attempt to increase the efficiency of the hiring processes of sheriff's office employees and to work toward standardization of employment practices of Dodge County Employees.

Currently, Dodge County's Civil Service Ordinance only applies to the sheriff's office staff and is a differing standard from all other Dodge County employees. Furthermore, a large number of other municipalities, including counties, cities, townships, and villages, throughout the state have either never used the civil service ordinance at all or have moved away from it. This includes law enforcement agencies. Law enforcement employees in those other municipalities who do not use civil service, are all governed under the same rules and regulations of the other municipal employees.

The primary purpose of this proposal is an increase of efficiency in the hiring of qualified employees to the sheriff's office. Below are recent timelines for hiring at the sheriff's office: (These are sheriff's office

Dodge County Civil Service Hiring Timeline Examples

Traffic Patrol Officer Recruitment 2012						
Date Posted	Application Deadline	Written Exam	Oral Interview	3 Names submitted to S.O	Hire Date of Names Submitted on 11/26/12	# of Days Posting to Hire
8/27/2012	9/21/2012	10/13/2012	Nov 12-14, 2012	11/26/2012	1/1/2013	127
Correctional Officer Recruitment 2012						
Date Posted	Application Deadline	Written Exam	Oral Interview	3 Names submitted to S.O	Hire Date of Names Submitted on 11/26/12	# of Days Posting to Hire
9/24/2012	10/17/2012	11/10/2012	Dec 11-13, 2012	1/9/2013	2/22/2013	151
Traffic Patrol Officer Recruitment 2013						
Date Posted	Application Deadline	Written Exam	Oral Interview	3 Names submitted to S.O	Hire Date of Names Submitted on 11/26/12	# of Days Posting to Hire
6/18/2013	7/18/2013	8/10/2013	Sept 17-19, 2013	9/20/2013	2/10/2014	237
Correctional Officer Recruitment 2013						
Date Posted	Application Deadline	Written Exam	Oral Interview	3 Names submitted to S.O	Hire Date of Names Submitted on 11/26/12	# of Days Posting to Hire
7/23/2013	8/22/2013	9/14/2013	Oct 22-23, 2013	10/24/2013	2/18/2014	210
Traffic Patrol Officer Recruitment 2014						
Date Posted	Application Deadline	Written Exam	Oral Interview	3 Names submitted to S.O	Hire Date of Names Submitted on 11/26/12	# of Days Posting to Hire
3/17/2014	4/17/2014	5/10/2014	July 15-17, 2014	7/18/2014	9/1/2014	168
Correctional Officer Recruitment 2014						
Date Posted	Application Deadline	Written Exam	Oral Interview	3 Names submitted to S.O	Hire Date of Names Submitted on 11/26/12	# of Days Posting to Hire
5/1/2014	5/21/2014	6/14/2014	July 29-30, 2014	8/1/2014	9/30/2014	152
Correctional Officer Recruitment 2014						
Date Posted	Application Deadline	Written Exam	Oral Interview	3 Names submitted to S.O	Hire Date of Names Submitted on 11/26/12	# of Days Posting to Hire
9/8/2014	9/19/2014	11/8/2014	Jan 6-8, 2015	2/4/2015	2/12/2015	157
Traffic Patrol Officer Recruitment 2015						
Date Posted	Application Deadline	Written Exam	Oral Interview	3 Names submitted to S.O	Hire Date of Names Submitted on 11/26/12	# of Days Posting to Hire
12/30/2014	1/23/2015	2/14/2015	April 14-16, 2015	4/17/2015	6/29/2015	181
Correctional Officer Recruitment 2015						
Date Posted	Application Deadline	Written Exam	Oral Interview	3 Names submitted to S.O	Hire Date of Names Submitted on 11/26/12	# of Days Posting to Hire
9/1/2015	9/18/2015	10/10/2015	11/9/15	11/16/2015	1/11/2016	132

recruitments from 2012-2015. Human Resources provided this data.)

The Patrol and Correctional recruitments of 2013 were unusually lengthy, and I am removing them from my figures. However, averaging the remaining recruitments from posting to date of hire is 152 days or about 5 months.

Below is another chart that details timelines for hiring other non-sheriff's office employees who are not governed by civil service:

Dodge County Non-Civil Service Hiring Timeline Examples				
Date Posted	Deadline	Application Received	Hire Date	# of Days Posting to Hire
HSH - Account Clerk III				
7/21/2015	8/7/2015	8/7/2015	9/23/2015	64
Highway - Utility II / Truck Driver				
8/19/2015	8/26/2015	9/8/2015	9/28/2015	40
HSH - ADR Specialist				
8/14/2015	8/28/2015	8/19/2015	9/28/2015	45
HSH - Customer Service/Support Specialist				
8/18/2015	9/3/2015	8/24/2015	9/30/2015	43
Finance - Account Clerk II L.T.E.				
9/28/2015	Until Filled	10/2/2015	10/14/2015	16
HSH - Staff Prescriber - Psychiatric Nurse Practitioner				
9/1/2015	Until Filled	9/8/2015	10/24/2015	53
H.R. - Assistant Human Resources Director				
8/19/2015	9/10/2015	9/10/2015	11/3/2015	76
Finance - Senior Accountant				
10/15/2015	10/30/2015	10/30/2015	12/14/2015	60
HSH - Counselor - AODA				
9/24/2015	10/9/2015	11/16/2015	1/4/2016	102
HSH - Nutrition Site Manager				
11/6/2015	Until filled	11/25/2015	1/11/2016	66

The average amount of time for all non-civil service hires is about 56 days, or about 2 months, according to this information also received from Human Resources.

The statute for civil service which has been adopted as our ordinance placed restrictions on the amount of names that can be given to sheriff administration at any given time. Those restrictions indicate that human resources can send 3 names for sworn and 5 names for non-sworn positions. They may only give additional names if there are more than one opening and then are restricted to one additional name per additional opening. This limits the sheriff's offices process for conducting further evaluations such as group physical agility testing or assessment centers that would be beneficial to selecting qualified candidates. The limits include the need for scheduling interview panels multiple times for the same process which inevitably extend the already lengthy process.

It is the intent of the sheriff's office not to eliminate standards, but rather to replace civil service with policies governing fair and equitable recruitment, hiring, and discipline practices. While these policies are sheriff's office policies, employees will still fall under already in place county policies and procedures. Sheriff's office policies will simply be more extensive and more in depth than the county policies already in place. They will also be Lexipol policies, meaning there will be regular updates from

our policy vendor keeping them current as state and federal laws may change helping to limit liability in these areas.

Below is a chart illustrating the effect of the proposed changes to sheriff's office hiring timeline. It shows a significant reduction in the amount of time required to hire qualified candidates. Of note, it includes additional testing while still reducing the current time to hire.

Proposed Sheriff's Office Non-Civil Service Hiring Timeline										
Date Posted	Deadline	Test Conducted	Applications to Sheriff	Interviews	Physical Agility	Assessment Center	Background Completed	Psychological and Physical	Hire/ Promotion Date	# of Days Posting to Hire
Entry Level Deputy Sheriff (When out of Contract)										
4/1/2016	4/22/2016	5/1/2016	5/16/2016	5/24/2016	5/25/2016	5/26/2016	6/3/2016	6/10/2016	6/17/2016	77
Entry Level Correctional Officer										
4/1/2016	4/22/2016	5/1/2016	5/16/2016	5/24/2016	5/25/2016	5/26/2016	6/3/2016	6/10/2016	6/17/2016	77
Internal Promotional Processes										
4/1/2016	4/22/2016		4/29/2016	5/3/2016		5/4/2016			5/5/2016	34
Promotional Processes Including External Candidates										
4/1/2016	4/22/2016	5/1/2016	5/16/2016	5/24/2016		5/25/2016	6/3/2016	6/10/2016	6/17/2016	77
Entry Level Secretary or Communications Officer										
4/1/2016	4/22/2016	5/1/2016	5/16/2016	5/24/2016		5/25/2016	6/3/2016	6/10/2016	6/17/2016	77

This chart shows an estimate of hiring to be about 77 days or just over 2 ½ months. This will improve not only the speed of the hiring process, but also will give us the opportunity to be competitive with other law enforcement agencies who are competing for the same candidates. The highly qualified candidates are becoming more and more difficult to attract and hire, and shortening the process by an average of 75 days (2 ½ Months) will greatly increase our chances of hiring qualified applicants and in the long run cost the county less overtime while those positions are vacant.

You may also have questions in regards to the civil service process and discipline. Civil Service only applies in cases of suspension, demotion or termination. All hearings for these cases are currently brought before the grievance committee (Law Enforcement Committee) to be heard. Following a decision by the grievance committee, it may then be appealed by the employee to an arbitrator, or the circuit courts.

In accordance with State Law and the guidelines of the Equal Employment Opportunity Commission, Dodge County has adopted a policy which operations shall be conducted in an affirmative manner to provide equal employment opportunity to qualified individuals regardless of race, age, sex, religion, handicap or disability, marital status, sexual orientation, military service, national origin, political affiliation, or use or non-use of lawful products off the employer's premises during non-working hours or any other characteristic protected by state or federal law. Discrimination on the basis of age or sex or physical disability will be prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration.

Dodge County also has in its policies a grievance procedure with a number of steps to assist employees under these circumstances. This begins with first discussing complaints or questions with the immediate supervisor. The grievant then has 4 steps following that initial follow up with the supervisor. They are as follows:

- Step 1 – Written Grievance Filed with the Department Head
- Step 2 – Review by County Administrator
- Step 3 – Impartial Hearing Officer

Step 4 – Review by the Governing Body (County Board)

In these 4 steps the grievant is seeking to find if the decision by administration was arbitrary or capricious. Arbitrary and capricious is a legal ruling wherein it is determined that a previous ruling is invalid because it was made on unreasonable grounds or without any proper consideration of circumstances.

It is our belief that this process is fair and adequately protects the employees by giving them opportunity to have their case heard at multiple levels including at the County Board. These procedures are all outlined in detail under Dodge County Policy 109 and again is a successful policy implemented for all other employees within the County.

Finally, as a recap, the sheriff's office intent is not to take away protections from the employee, but rather to make recruitment and hiring more efficient and to standardize employment practices between all county employees. I ask you to please support this change of the civil service ordinance for the good of the employees and the citizens of Dodge County.

I am happy to answer any questions any of you may have in this matter.

AN ORDINANCE TO AMEND SECTION 5.04, CIVIL SERVICE, OF CHAPTER 5, LAW ENFORCEMENT, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN, AND TO AMEND SECTION 5.05, GENERAL PROVISIONS, OF CHAPTER 5, LAW ENFORCEMENT, OF THE CODE OF ORDINANCES, DODGE COUNTY, WISCONSIN.

WHEREAS, Dodge County currently has a civil service ordinance which creates a civil service commission for the hiring and promotion of employees at the Dodge County Sheriff's Office; and,

WHEREAS, it is recognized that standards are required for the recruitment of qualified personnel for the continuity of law enforcement work within Dodge County; and,

WHEREAS, it is imperative to the continuity of law enforcement operations to have processes which are not a hindrance to effective recruitment, selection, hiring, and promotions of law enforcement personnel within Dodge County, Wisconsin; and,

WHEREAS, the Dodge County Sheriff's Office is the only branch of Dodge County government whose administrative function of hiring and promoting employees is controlled by Civil Service rule; and,

WHEREAS, the Dodge County Sheriff's Office has seen a recent increase in the loss of qualified candidates due to the length of the process and the inability to expand pre-employment evaluations based on limitations set forth; and,

WHEREAS, policies and procedures have been created to govern recruitment, selection, promotional processes, and discipline within the sheriff's office; and,

WHEREAS, the elimination of civil service in Dodge County will create efficiency and expedite the hiring and promotional processes, while maintaining appropriate protection of employees through Dodge County and Dodge County Sheriff's Office policies in addition to protections already in place pursuant to Section 59.26 of the *Wisconsin Statutes*; and,

WHEREAS, a collective bargaining agreement, between Dodge County and employees of the Dodge County Sheriff's Office, will supplant any policy or rule abolishing civil service role in the hiring and promotion of employees of the Dodge County Sheriff's Office; and,

WHEREAS, the civil service ordinance has been duly referred to and considered by the Law Enforcement Committee and the Human Resources Committee and have found that is beneficial to the Dodge County Sheriff's Office to amend the ordinance;

SO NOW, THEREFORE,

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF DODGE DOES
ORDAIN AS FOLLOWS:

Section 5.04, Civil Service, of Chapter 5, Law Enforcement, of the Code of Ordinances, Dodge County, Wisconsin, is hereby amended to read as follows*:

5.04 CIVIL SERVICE.

*Additions in text are indicated by **underline and bold-faced type**; deletions by ~~single strikethrough~~.

- (1) PURPOSE. This section is intended to bring qualified personnel into County law enforcement work by a system of competitive examinations and to provide continuity in law enforcement work. ~~Employees in the Sworn Unit~~ **Sworn staff who are subject to a collective bargaining agreement** shall be appointed as Deputy Sheriff **by the Sheriff** under the Civil Service Law in §59.21(8)(a), Wis. Stats., **until such time as civil service is no longer referenced in the collective bargaining agreement. At such time, Section 5.04 will not apply to sworn staff who are subject to the collective bargaining agreement.** ~~Employees in the non-sworn unit within the department will be employed under provisions of Ch. 63, Wis. Stats.~~
- (2) COMMISSION.
- (a) There is hereby established a County Civil Service Commission, with the duties, functions and authority in § 59.21 and Ch. 63, Wis. Stats.
- (b) This Commission shall consist of 5 members, and one alternate member, all of whom shall be legal residents of Dodge County. Appointments shall be made on the basis of recognized and demonstrated interest in and knowledge of the problems of civil service. No person holding any elected or appointed public position or office of any sort in County government shall be appointed to this commission.
- (c) The County Board Chairman shall appoint the members and alternate member of the Commission, designating the term of office of each. Such appointment and designation shall be subject to confirmation of the County Board. Members shall serve 5-year staggered terms. The alternate member shall also serve a 5-year term. Preceding the expiration of the term of office of any such commissioner or alternative commissioner, the Dodge County Board of Supervisors shall elect one member or alternate member of such Commission to hold office for the term of 5 years, from the 1st day of January next succeeding his or her appointment and until his or her successor is elected and qualifies.
- (d) Each member and alternate member of the Commission shall take and file the official oath.
- (e) Each member and alternate member of the Commission shall receive such compensation as the County Board determines.
- (f) The Commission shall organize and elect a chairman, vice-chairman, and secretary, each of whose term of office shall be one year. In the absence of the chairman, the vice-chairman shall assume all of the authority, duties and responsibilities of the chairman.
- (g) At the discretion of the Commission Chairman, the alternate member shall serve in the absence of any member, and when doing so, shall be afforded all consideration given any other member.
- (h) ~~The Director of Personnel,~~ **Human Resources Director,** or his **or her** designee, shall cause the minutes of its proceedings to be taken and fully transcribed, shall preserve all reports made to the Commission, keep a record of all examinations held under its direction and perform such other duties as the Commission may from time to time prescribe.
- (3) DUTIES. The Commission shall:

*Additions in text are indicated by **underline and bold-faced type**; deletions by ~~single strikethrough~~.

- (a) Prepare and publish such rules and regulations to carry out the provisions of this section as may be necessary to secure the best Sworn Union law enforcement service for the County.
- (b) Receive applications and conduct examinations of applicants for Sworn Union positions in the Sheriff's ~~Department~~ Office with such frequency as may be necessary to maintain an eligibility list sufficient to meet the needs of the ~~Department~~ Sheriff's Office.

(4) APPLICATIONS.

- (a) Notice as to the open deputy sheriff positions, ~~and non-sworn positions~~ with the Sheriff's ~~Department~~ Office, the necessary qualifications and where applications may be filed, shall be published in a newspaper of County-wide circulation.
- (b) All candidates for paid full time deputy sheriff positions, ~~or non-sworn positions~~ in the Sheriff's ~~Department~~ Office shall file a written application with the County ~~Personnel~~ Human Resources Department upon designated forms.
- (c) No person shall be eligible to apply for full time employment as a deputy sheriff unless the person:
 1. Is a citizen of the United States;
 2. Is and has been a resident of Wisconsin for at least one year preceding the date of the examination; and,
 3. Meets the minimum recruitment standards set by the Wisconsin Law Enforcement Standards Board, and preliminary requirements as established by Dodge County.
- ~~(d) No person shall be eligible to apply for employment as a Jail Officer unless the person:~~
 - ~~1. Is a resident of Wisconsin;~~
 - ~~2. Meets the minimum recruitment standards set by the Wisconsin Law Enforcement Standards Board, and preliminary requirements as established by Dodge County.~~
- ~~(e) No person shall be eligible to apply for employment for a non-sworn position with the Sheriff's Department unless the person:~~
 - ~~1. Is a resident of Wisconsin;~~
 - ~~2. Meets the preliminary requirements as established by Dodge County.~~

(5) EXAMINATION.

- (a) The Commission shall conduct competitive examinations, written and oral, for candidates who apply for any full time deputy sheriff position, ~~or non-sworn position~~. The examinations, oral and written, shall apply to all applicants, including internal candidates (individuals who are currently deputy sheriffs ~~or non-sworn employees~~). The written examination is not required of internal candidates who wish to compete for higher classification where:
 1. The internal candidate has previously taken that exam and has scored at or above the 70th percentile, in which case the candidate may submit the previous score for consideration, or elect to retake the exam; or,

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2. The internal candidate has successfully held a position that the exam is intended to qualify a person for, in which case the candidate may elect to submit the minimal percentile score of 70 for consideration, or may elect to take the exam. Successfully holding a position means that the person will not have been previously removed from the position due to an inability to satisfactorily perform the duties of the position.
- (b) The Commission may refuse to examine a candidate, certify a candidate, or may remove a candidate from a certification, who:
1. Is found to lack any of the established preliminary requirements for the position for which that person applied.
 2. Has intentionally made a false statement of any material fact, or omits pertinent information.
 3. Has practiced or attempted to practice any deception or fraud in his application, certification, examination or in securing his eligibility or appointment.
- (c) The first stage of the testing procedure will be a written examination, relating to the position. (Am. #559)
- (d) Names of the persons passing the written examination with a grade of 70% or more will be placed on a list in the order of their final grade. Twenty people standing highest on the list shall be eligible for the oral examination, which shall be conducted by the Commission.
- (e) The Commission may, at its discretion, invite a member of law enforcement of another jurisdiction to take part in the oral examination along with the Commission.
- (f) The Commission shall conduct an investigation to determine the character, reputation and general qualifications of candidates certified to the Sheriff.
- (g) The Commission shall establish an eligibility list of candidates who meet the prerequisites of the position, and have scored at least 70% on the written and oral examinations.
- (h) In the event that a sufficient number of applicants who initially qualified for the oral examination have been exhausted from consideration (failure to pass the oral examination with a grade of 70%, remove self from consideration, interviewed but not further considered, or interviewed and hired), the next 20 people standing highest on the list after the written examination shall be eligible for the oral examination.
- (i) Placement on the eligibility list shall be overall score, weighing the scores on the written and oral examinations equally.
- (j) The ~~Personnel~~ **Human Resources** Director, or his or her designee, under the direction of the Commission, shall conduct a background investigation of those persons to be certified to the Sheriff. The purpose of the background investigation is to determine suitability for employment in the position applied for, and to verify information supplied to Dodge County.

*Additions in text are indicated by **underline and bold-faced type**; deletions by ~~single strikethrough~~.

(6) APPOINTMENTS.

- (a) Whenever an opening exists, the sheriff shall make appointments to the position from the list of applicants who are certified as eligible by the Commission. If the opening is for a deputy sheriff, the Commission shall certify to the Sheriff the names of all persons with the 3 highest scores on the list. ~~If the opening is for a non-sworn position, the Commission shall certify to the Sheriff the names of the 5 persons standing highest on the eligibility list.~~
- (b) If more than one vacancy is to be filled, the Commission shall certify one additional name from that list for each additional vacancy.
- (c) After the certification, any veteran or veterans spouse whose grade, plus the points to which the veteran or spouse is entitled under § 230.16(7), Wis. Stats., is equal to or higher than the lowest grade on the list, shall be added to the certification list. The number of persons added to a certification list under this section may not exceed the number of persons initially certified.
- (d) Appointments of deputy sheriffs by the sheriff shall be made within 10 days after receipt of the certified list from the Commission.
- (e) Deputy sheriffs appointed according to the provisions of this section shall hold office on good behavior and shall not be dismissed from such office or demoted or suspended, except as provided in this section.
- (f) All full time deputy sheriffs ~~and non-sworn employees~~ granted civil service status shall continue without further examination or appointment, except when seeking a position which constitutes a promotion to a higher classification.
- (g) The number of full time deputy sheriffs ~~and non-sworn employees~~ employed in the Sheriff's Department Office shall be determined pursuant to § 59.21(8), Wis. Stats., and by the County Board upon recommendation of the Dodge County ~~Personnel~~ Human Resources and Labor Negotiations Committee.

(7) SUSPENSION, DISMISSAL OR OTHER DISCIPLINARY PROVISIONS PERTAINING TO SWORN DEPUTIES.

- (a) Whenever the Sheriff, Chief Deputy, or a majority of the members of the Commission determine that a deputy sheriff is incompetent to perform his duties or merits suspension, demotion or dismissal, a written report shall be made to the grievance committee setting forth the complaint. If the complaining official is the Sheriff, he may suspend or demote the officer at the time such complaint is filed.
- (b) The grievance committee for the County Sheriff's ~~Department~~ Office shall consist of 5 members, appointed in the same manner and at the same time as standing committees of the County Board are appointed. The committee may be made up of members of the Board or other electors in the County, or both.

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- (c) The Grievance Committee shall immediately notify the accused officer of the filing of the charges, and upon request furnish him with a copy of the same.
- (d) The Grievance Committee shall, if the officer requests a hearing, hold such hearing following the procedures as designated in § 59.26, Wis. Stats.
- (e) If the accused officer does not request a hearing, the Grievance Committee may take whatever action it deems justifiable on the basis of the charges filed, and shall issue an order in writing.
- (f) No deputy may be suspended, demoted, or discharged by the Grievance Committee based on charges filed by the Sheriff, Undersheriff, or majority of the members of the Civil Service Commission for the selection of deputies, unless the Committee determines whether there is just cause, pursuant to § 59.26(8)(b)(5m), Wis. Stats., to sustain the charges.
- (g) The accused may appeal from the order of the Grievance Committee to the circuit court as provided in § 59.26(8)(b)(6), Wis. Stats. If the order of the Committee is reversed, the accused shall be forthwith reinstated and entitled to pay as though in continuous service. If the order of the committee is sustained, it shall be final and conclusive.
- (h) A deputy sheriff may not be suspended or dismissed without pay or benefits, for any action taken that is within the scope of the deputies employment, until the matter that is the subject of the suspension or dismissal is disposed of by the Grievance Committee or Civil Service Commission, or time for appeal of that matter passes without an appeal being made. If the matter is decided adversely to the Deputy, all pay and benefits received by the Deputy Sheriff between the time of his or her suspension or dismissal and the latest of an adverse ruling by the Committee, the Commission or the court, or the time for appeal passes shall be returned to the County.
- (i) If the Deputy is under investigation and is subjected to interrogation for any reason which could lead to disciplinary action, demotion, dismissal, or criminal charges, the Deputy under investigation shall be informed of the nature of the investigation prior to any interrogation, and at the Deputy's request, he or she may be represented by a representative of his or her choice who may be present at all times of the interrogation. Evidence obtained during the course of any interrogation in violation of the above may not be utilized in any subsequent disciplinary proceeding against the Deputy.

~~(8) — SUSPENSION, DISMISSAL OR OTHER DISCIPLINARY PROVISIONS PERTAINING TO NON-SWORN EMPLOYEES.~~

- ~~(a) — Whenever the Sheriff, Chief Deputy, a majority of the members of the Commission or any other individual authorized by § 63.10, Wis. Stats., determine that an employee in a non-sworn position has acted in such a manner as to show the employee to be incompetent to perform his duties or to have merited demotion or dismissal, a written report shall be made to the Civil Service Commission setting forth specifically the complaint, and the person, Board or Commission may suspend the employee at the time such complaint is filed.~~
- ~~(b) — The Commission shall forthwith notify the accused employee of the filing of the charges and on request provide the employee with a copy of the same.~~
- ~~(c) — Nothing in this subsection shall limit the power of the Department head to suspend a subordinate for a reasonable period not exceeding 10 days. In case an employee is again~~

*Additions in text are indicated by **underline and bold-faced type**; deletions by ~~single strikethrough~~.

~~suspended within 6 months for any period whatever, the employee so suspended shall have the right to a hearing by the Commission on the second suspension or any subsequent suspension within said period the same as herein provided for in demotion or dismissal proceedings.~~

- ~~(d) The Commission shall appoint a time and place for the hearing of said charges, the time to be within 3 weeks after the filing of the same, and notify the person possessing the appointing power and the accused of the time and place of such hearing.~~
- ~~(e) The Commission shall determine whether or not the charge is well founded and shall take such action by way of suspension, demotion, discharge or reinstatement, as it may deem requisite and proper under the circumstances and as its rules may provide. The decision of the Commission shall be final.~~
- ~~(f) The Commission may in its discretion permit the accused to be represented by counsel and may request the presence of an assistant district attorney to act with the Commission in an advisory capacity.~~
- ~~(g) If the County and a labor organization representing employees of the County enter into a collective bargaining agreement under Subch. IV of Ch. 111, Wis. Stats., the agreement may provide that the provisions of the agreement relating to dismissal, demotion and suspension shall supersede this section with respect to employees covered by the agreement while the agreement is in effect. This subsection does not apply to any action under subsection (1) to suspend an employee with pay.~~

Section 5.05, General Provisions, of Chapter 5, Law Enforcement, of the Code of Ordinances, Dodge County, Wisconsin, is hereby amended to read as follows*:

5.05 - GENERAL PROVISIONS.

- (1) No deputy sheriff shall engage in political activity during working hours. No deputy sheriff may be prohibited from engaging in political activity when not on duty or not otherwise acting in an official capacity, or be denied the right to refrain from engaging in political activity.
- (2) No deputy sheriff may be prohibited from being a candidate for any elective public office, if that deputy sheriff is otherwise qualified to be a candidate. No deputy sheriff may be required, as a condition of being a candidate for an elective public office, to take a leave of absence during his or her candidacy. This section does not affect the authority of the County to regulate the conduct of the deputy while the deputy is on duty or otherwise acting in an official capacity.
- (3) The salaries of deputy sheriffs shall be determined through the collective bargaining process for all union employees, ~~and by the Personnel and Labor Negotiations Committee, with approval by the County Board of Supervisors, for non-union personnel.~~
- (4) Except as expressly stated, this section shall not diminish the rights of deputy sheriffs to collectively bargain with respect to wages, hours, or conditions of employment.
- (5) No deputy may be discharged, disciplined, demoted or denied promotion, transfer or reassignment, or otherwise discriminated against in regard to employment, or threatened with any such treatment, by reason of the exercise of his or her rights under this chapter.

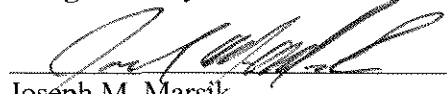
*Additions in text are indicated by **underline and bold-faced type**; deletions by ~~single strikethrough~~.

Effective Date:

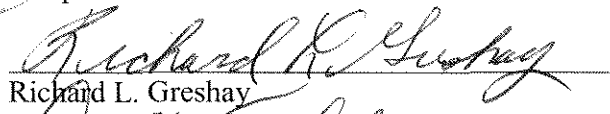
This Ordinance To Amend Section 5.04, Civil Service, Of Chapter 5, Law Enforcement, Of The Code Of Ordinances, Dodge County, Wisconsin, And To Amend Section 5.05, General Provisions, Of Chapter 5, Law Enforcement, Of The Code Of Ordinances, Dodge County, Wisconsin, shall become effective upon enactment by the Dodge County Board of Supervisors and publication as required by law.

Respectfully submitted this 17th day of May, 2016.

Dodge County Human Resources and Labor Negotiations Committee:



Joseph M. Marsik



Richard L. Greshay



David Frohling

Dennis R. Schmidt



Jeffry Duchac

Dodge County Law Enforcement Committee:

Larry Bischoff

MaryAnn Miller

Thomas Nickel

Dan Hilbert

Larry Schraufnagel

Enacted and approved this 17th day of May, 2016.

Russell Kottke, Chairman
Dodge County Board of Supervisors

Karen J. Gibson, County Clerk

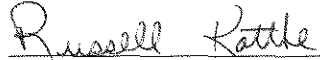
*Additions in text are indicated by **underline and bold-faced type**; deletions by ~~single strikethrough~~.

CLAIM AGAINST DODGE COUNTY

We, the Dodge County Executive Committee recommend the Dodge County Board of Supervisors disallow the attached Claim. (McConley)

Dated the 17th day of May, 2016

Dodge County Executive Committee



Russell Kottke, Chair



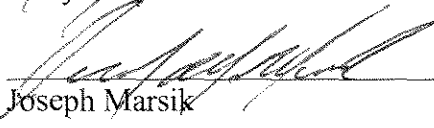
David Frohling



Donna Maly



MaryAnn Miller



Joseph Marsik



Jeff Berres



Dennis Schmidt

CLAIM AGAINST DODGE COUNTY

A claim by Erin A. McConley for money damages in the amount of \$4,553.74, for costs to repair a 2013 Honda Civic automobile (automobile) was received in the Office of the Dodge County Clerk on March 31, 2016. The claim arises from an incident that is alleged to have occurred on March 23, 2016, at or about 1:30 p.m., wherein Ms. McConley was operating the automobile eastbound on W. State Street, near its intersection with Spring Street, in the City of Fox Lake, Dodge County, Wisconsin, and wherein at or near the same time, and at or near the same location, an employee of the Dodge County Highway Department was operating a plow truck owned by the Dodge County Highway Department, and wherein while the plow truck operator was backing up the plow truck, in a northerly direction, on Spring Street, at its intersection with W. State Street, the rear of the plow truck and the front bumper and hood of the automobile collided, and thereby damaged the front bumper and the hood of the automobile, and the cost to repair this damage is \$4,553.74.

Photocopies of the claim documents are on file in the Office of the County Clerk and may be viewed there during normal business hours.



Strength in...
Members

Brenda Besteman
Senior Liability Claims Representative
Telephone: 608.245.6892
Facsimile: 608.852.8649
bbesteman@wmmic.com

James Mielke
Dodge County Administrator
Dodge County
127 E Oak St
Juneau, WI 53039

April 5, 2016

RE: Erin McConley v. Dodge County
Date of Loss: 3/23/2016
Claim #: 2016083121
Event #: 90573

Dear Mr. Mielke,

We received the above referenced claim on 3/31/2016. Following a review of the information and an investigation of the facts, it has been determined that Dodge County has no liability for this claim. Please have your Board issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

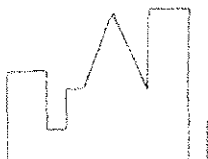
This document has been automatically attached to the event/claim record in Riskmaster for your reference.

Thank you for your assistance. Please contact me at 608-245-6892 if you have any questions.

Sincerely,

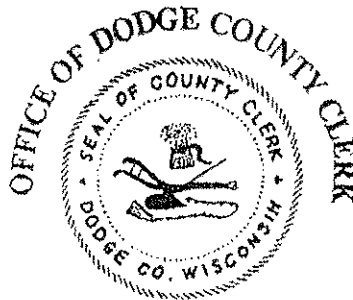
Brenda Besteman, AIC, ARM
Senior Liability Claims Representative

CC: file



WISCONSIN MUNICIPAL MUTUAL INSURANCE COMPANY
4785 Hayes Road, Madison, WI 53704-7364 • 608.246.3336 • www.wmmic.com

KAREN J. GIBSON
Dodge County Clerk
kgibson@co.dodge.wi.us



BONNIE E. BUDDE
Chief Deputy
bbudde@co.dodge.wi.us

CHRISTINE M. KJORNES
Deputy
ckjornes@co.dodge.wi.us

Administration Building
127 East Oak Street, Juneau WI 53039
920-386-3605 / Fax: 920-386-4292

INCIDENT REPORT

Date: 3-23-16

CLAIMANT INFORMATION

Claimant First Name:

Erin

Claimant Middle Initial:

A

Claimant Last Name:

McConley

Address:

City: 1210 Blair Dr

State: WI

Home Phone: 608-417-9163

Work Phone:

ZIP Code: 53704

Cell Phone: 417-9163

Claimant Signature:

Erin McConley

Date:

3-28-16

INCIDENT INFORMATION

Date of Incident: 3-23-16

Time of Incident: 1:30

Location of Incident: Fox Lake, WI

If Applicable Vehicle Make:

Honda

Vehicle Model:

Civic

Vehicle Year:

2013

Amount of Reimbursement Requested:

Description of Incident/Loss: \$4500.00 damage. He pushed my car back on the street when I continued to honk and back up my vehicle to get away from him. He left the scene and then came back.

WITNESS INFORMATION

Witness First Name:

Witness Middle Initial:

Witness Last Name:

Address:

City:

State:

ZIP Code:

Home Phone:

Work Phone:

Cell Phone:

Please attach Billing Statement or Estimate to this Report.

Return this Form, Billing Statement and/or Estimate to:

Dodge County Clerk
127 East Oak Street
Juneau, WI 53039

SUPERVISOR'S INVESTIGATION REPORT

ACCIDENT/INCIDENT – PROPERTY DAMAGE/LOSS

The unsafe acts of drivers and the unsafe conditions that cause accidents can be corrected only when they are known specifically. It is your responsibility to find them, name them, and to state the remedy for them in this report.

Department: Dodge County Highway Commission Report Date: 3/23/2016
Date of Accident/Incident: 3/23/2016 If applicable: Digger's Hotline contacted: ☐ Yes ☐ No
Time of Accident/Incident: 2:00 ☐ a.m. ☒ p.m. Digger's Hotline #: _____
Location of Accident/Incident: Intersection of W State Street and Spring Street, Fox Lake Estimate Repair Cost \$ _____
County Vehicle #/Description: Truck #65 Job No.: _____
Driver Name: Derrick Rohde Close Date: _____

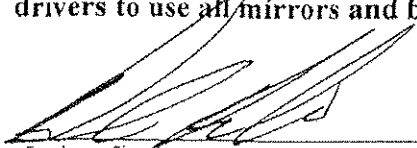
1st Party Name: Erin McConley License Plate # 520-JYA
2nd Party Name: _____ License Plate # _____
Sheriff Incident # _____ Police Notified ☒ yes ☐ no

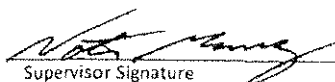
NUMBER OF INJURED PERSONS AND EXTENT OF PROPERTY DAMAGE: **No one injured. No damage done to rear end of truck #65. Damaged front hood and bumper on the private parties car.**


DESCRIPTION OF ACCIDENT (state in detail what occurred just before and at the time of the accident): **Derrick was backing up on W State Street to clean up the intersection and didn't see the car stoped behind him in the turn lane. As he kept backing up he struck the front end of the car with the rear of his truck.**

UNSAFE CONDITIONS/ACT (describe unsafe conditions such as faulty brakes, lights, etc. and/or unsafe action of driver contributing to the accident): **Cleaning up intersections is always a difficult and accident prone task. However our drivers always need to move slowly and double check their surroundings when backing up.**

REMEDY (as a supervisor, what action have you taken or do you propose taking to prevent a repeat accident): **Remind our drivers to use all mirrors and back up slowly.**

 3-24-16
Employee Signature Date

 3/24/16
Supervisor Signature Date

 3-24-2016
Commissioner Signature Date

c: Employee File
Human Resources File

<div> <div> POLICE # </div> <div> ACCIDENT # </div> </div> <div> GENERAL INFORMATION </div>	<input checked="" type="checkbox"/> Reportable Accident		<input type="checkbox"/> On Emergency		<input type="checkbox"/> Amended		DOT Document Number B403QMR		Document Override Number			
	Agency Accident Number					Police Number						
	4 - Accident Date 03/23/2016			5 - Time of Accident (Military Time) 1342			6 - Total Units 02		7 - Total Injured 00		8 - Total Killed 00	
	2 - County DODGE - 14			3 - Municipality FOX LAKE - 52, CITY					11 - Accident Location INTERSECTION			
	14 - On Hwy No 033		14 - On Street Name W STATE ST				14 - Bus/Frnt/Rmp		15 - Est. Distance		15 - Hwy Dir	
	16 - Fr/At Hwy No 068		16 - From/At Street Name W STATE ST				16 - Business/Frontage/Ramp					
	17 - Structure Type		17 - Structure Number		12 - Latitude 43.566001				13 - Longitude -88.906692			
	80 - First Harmful Event MOTOR VEHICLE IN TRANSPORT					93 - Manner of Collision REAR-END						
	112 - Access Control PARTIAL CONTROL		113 - Road Curvature CURVE		113 - Road Terrain HILL		Surface Type BLACKTOP, BITUMINOUS, OR ASPHALT - 2					
	115 - Traffic Way NOT-PHYSICALLY-DIVIDED-(2-WAY TRAFFIC)											
	117 - Relation To Roadway ON-ROADWAY											
	114 - Light Condition			116 - Road Surface Condition SNOW/SLUSH				118 - Weather SLEET-HAIL-(FREEZING RAIN OR DRIZZLE)				
	<input type="checkbox"/> Hit and Run		<input type="checkbox"/> Government Property			<input type="checkbox"/> Fire		<input checked="" type="checkbox"/> Photos Taken		<input type="checkbox"/> Trailer or Towed		
	<input checked="" type="checkbox"/> Truck, Bus, or Hazardous Materials			<input type="checkbox"/> Load Spillage		<input type="checkbox"/> Construction Zone			<input checked="" type="checkbox"/> Names Exchanged			
	<input type="checkbox"/> Supplemental Reports			<input type="checkbox"/> Witness Statements			<input type="checkbox"/> Measurements Taken			79 - E M S Number		

Operator/Pedestrian									
Unit Status			81 - Most Harmful Event: Collision With MOTOR VEHICLE IN TRANSPORT			23 - Dir Of Travel EAST		24 - Speed Limit 25	
35 - Operating as Classified D CLASS		37 - Endorsements			35 <input type="checkbox"/> Operating Commercial Motor Vehicle				
28 - Driver's License Number			30 - State WI	31 - Expiration Year 2023		34 - On Duty Accident			
25 - Operator/Pedestrian Last Name MCCONLEY				25 - First Name ERIN			25 - Middle Initial A		25 - Suffix
32 - Date Of Birth		33 - Sex FEMALE							
26 - Address Street & Number 1210 BLAINE DR								26 - PO Box	
27 - City MADISON				27 - State WI	27 - Zip Code 53704		28 - Telephone Number		
39 - Seat Position FRONT-SEAT-LEFT-SIDE-(MC/BIKE DRIVER, TRAIN CONDUCTOR)						40 - Safety Equipment SHOULDER-BELT-AND-LAP-BELT-USED			
38 - Injury Severity N - NO APPARENT INJURY			41 - Airbag NON-DEPLOYED		42 - Ejected NOT-EJECTED		44 <input type="checkbox"/> Medical Transport		
43 - Trapped/Extricated NOT-TRAPPED		92 - Pedestrian Location			92 - Pedestrian Action				
119 - What Driver Was Doing STOPPED-IN-TRAFFIC			120 - Traffic Control NO-CONTROL				62 - No of Citations Issued 0		
64 - 1st Statute No.		64 - 2nd Statute No.		64 - 3rd Statute No.		64 - 4th Statute No.		64 - 6th Statute No.	
122 - Driver Factors FOLLOWING-TOO-CLOSE									
88 - Driver or Pedestrian Cond APPEARED NORMAL			89 - Substance Presence NEITHER-ALCOHOL-NOR-DRUGS-PRESENT						
90 - Alcohol Test TEST NOT GIVEN			90 - Alcohol Content			91 - Drug Test TEST NOT GIVEN			

91 - Drugs Reported
124 - Highway Factors SNOW,-ICE,-OR-WET

Vehicle

VEHICLE 01	21 - Unit Type AUTOMOBILE	Vehicle Type PASSENGER-CAR			22 - Total Occupants 1	
	56 - License Plate Number 520JYA	57 - Plate Type AUT	58 - State WI	59 - Exp Year 2016	55 - Vehicle Identification Number 19XFB2F58DE015720	
	50 - Year 2013	51 - Make HOND	52 - Model CIVIC LX	53 - Body Style 4D - 4DR	54 - Color BLK	100 - Skidmarks to Impact (Ft)
	94 - Vehicle Damage FRONT					
	95 - Extent Of Damage MODERATE	<input checked="" type="checkbox"/> 96 - Vehicle Towed Due To Damage		97 - Vehicle Removed By		
	123 - Vehicle Factors NOT-APPLICABLE					

Vehicle Owner

VEH OWNER 01	45 <input checked="" type="checkbox"/> Vehicle Owner Same As Operator					
	46 - Vehicle Owner Last Name MCCONLEY	46 - First Name ERIN	46 - Middle Initial A	46 - Suffix	Date Of Birth 08/02/1976	
	46 - Company Name					
	47 - Address Street & Number 1210 BLAINE DR		47 - PO Box			
	48 - City MADISON	48 - State WI	48 - Zip Code 53704	49 - Telephone Number		

Insurance

INS 01	63 - Liability Insurance Company NONE	60 <input checked="" type="checkbox"/> Policy Holder Same As Owner
	61 - Policy Holder Last Name	61 - Policy Holder First Name
	61 - Policy Holder Company	

School Bus

BUS 01	Bus Travelling to/from <input type="radio"/> To <input type="radio"/> From	School Name	Body Make	Seating Capacity
	School District Contracted With			

Operator/Pedestrian

Unit Status		81 - Most Harmful Event: Collision With MOTOR VEHICLE IN TRANSPORT	23 - Dir Of Travel WEST	24 - Speed Limit 25
36 - Operating as Classified B CLASS	37 - Endorsements		35 <input checked="" type="checkbox"/> Operating Commercial Motor Vehicle	
29 - Driver's License Number R3001708104209	30 - State WI	31 - Expiration Year 2024	34 - On Duty Accident WINTER-HWY-MAINTENANCE	
25 - Operator/Pedestrian Last Name ROHDE		25 - First Name DERRICK	25 - Middle Initial JAMES	25 - Suffix
32 - Date Of Birth 02/02/1981	33 - Sex MALE			

OPERATOR/PEDESTRIAN 02	26 - Address Street & Number W7678 BREEZY POINT RD				26 - PO Box	
	27 - City BEAVER DAM		27 - State WI	27 - Zip Code 53916	28 - Telephone Number	
	39 - Seat Position FRONT-SEAT-LEFT-SIDE-(MC/BIKE DRIVER, TRAIN CONDUCTOR)			40 - Safety Equipment SHOULDER-BELT-AND-LAP-BELT-USED		
	38 - Injury Severity N - NO APPARENT INJURY		41 - Airbag NON-DEPLOYED	42 - Ejected NOT-EJECTED	44 <input type="checkbox"/> Medical Transport	
	43 - Trapped/Extricated NOT-TRAPPED		92 - Pedestrian Location		92 - Pedestrian Action	
	119 - What Driver Was Doing BACKING-MANEUVER		120 - Traffic Control STOP-SIGN		62 - No. of Citations Issued 0	
	64 - 1st Statute No.		64 - 2nd Statute No.	64 - 3rd Statute No.	64 - 4th Statute No.	64 - 5th Statute No.
	122 - Driver Factors NOT-APPLICABLE					
	88 - Driver or Pedestrian Cond APPEARED NORMAL		89 - Substance Presence NEITHER-ALCOHOL-NOR-DRUGS-PRESENT			
	90 - Alcohol Test TEST NOT GIVEN		90 - Alcohol Content		91 - Drug Test TEST NOT GIVEN	
91 - Drugs Reported						
124 - Highway Factors SNOW,-ICE,-OR-WET						

Vehicle

VEHICLE 02	21 - Unit Type TRUCK		Vehicle Type SNOW-PLOW			22 - Total Occupants 1	
	56 - License Plate Number 88026		57 - Plate Type MUN	58 - State WI	59 - Exp Year 2020	55 - Vehicle Identification Number	
	50 - Year 2014	51 - Make MACK	52 - Model TRI AXLE	53 - Body Style DP - DUMP TRUCK	64 - Color ONG	100 - Skidmarks to Impact (Ft) 0	
	94 - Vehicle Damage NONE						
	95 - Extent Of Damage NONE		96 <input type="checkbox"/> Vehicle Towed Due To Damage		97 - Vehicle Removed By OPERATOR		
	123 - Vehicle Factors NOT-APPLICABLE						

Vehicle Owner

VEH OWNER 02	45 <input checked="" type="checkbox"/> Vehicle Owner Same As Operator					
	46 - Vehicle Owner Last Name ROHDE		46 - First Name DERRICK		46 - Middle Initial JAMES	46 - Suffix
	46 - Company Name		Date Of Birth 02/02/1981			
	47 - Address Street & Number W7678 BREEZY POINT RD			47 - PO Box		
	48 - City BEAVER DAM		48 - State WI	48 - Zip Code 53916	49 - Telephone Number	

Insurance

INS 02	63 - Liability Insurance Company GOVERNMENT		60 <input checked="" type="checkbox"/> Policy Holder Same As Owner	
	61 - Policy Holder Last Name ROHDE		61 - Policy Holder First Name DERRICK	
	61 - Policy Holder Company			

School Bus

BUS 02	Bus Travelling to/from	School Name	Body Make	Seating Capacity
	<input type="radio"/> To <input type="radio"/> From			
School District Contracted With				

Trailer

TRL 01	106 - Power Unit Number	License Plate Number	Plate Type	State	Expiration Year
	Trailer Make		Unit Type	Vehicle Identification Number	

Diagram and Narrative

DIAGRAM AND NARRATIVE	105 - Photos By
	<p>W. STATE ST</p> <p>E. STATE</p> <p>SPRING ST</p> <p>NOT TO SCALE</p> <p>ON THE ABOVE STATED DATE AND TIME, UNIT 2 WAS E/B ON W. STATE ST AND TURNED S/B ON SPRING ST. UNIT 1 WAS FOLLOWING TOO CLOSE BEHIND UNIT 2. UNIT 2 IS A PLOW TRUCK AND HAD ITS WARNING LIGHTS ACTIVATED AND A SIGN POSTED ON THE BACK TO STAY BACK 200 FEET. UNIT 2 STOPPED AFTER TURNING S/B ON SPRING ST AND IN ORDER TO CLEAR THE INTERSECTION OF SNOW, STOPPED AND BEGAN BACKING UP SLOWLY. UNIT 1 FAILED TO MOVE OUT OF THE WAY COMPLETELY AND UNIT 2 BACKED INTO UNIT 1 CAUSING MODERATE DAMAGE TO UNIT 1. NO INJURIES. UNIT 1 WAS FOLLOWING UNIT 2 TOO CLOSE AND WAS UNABLE TO GIVE PROPER RIGHT OF WAY TO THE BACKING PLOW TRUCK.</p>

Officer Information

OFFICER INFORMATION	125 - Officer Last Name	125 - First Name	125 - Middle Initial	131 - Officer ID
	WEGNER	MITCHELL		365
	129 - Law Enforcement Agency No	130 - Law Enforcement Agency Name		
		FOX LAKE POLICE DEPARTMENT		
	126 - Law Enforcement Agency Address Street & Number			
	248 EAST STATE STREET			
	127 - City	127 - State	127 - Zip Code	128 - Telephone Number
FOX LAKE	WI	53933	(920) 928-2105 EXT.	
132 - Date Notified	133 - Time Notified (Military Time)	134 - Time Arrived (Military Time)	135 - Date Of Report	
03/23/2016	1342	1342	03/23/2016	
19 - Special Study				
18 - Agency Space				

Truck and Bus

TRUCK/BUS 02	136 A truck or truck combination > 10,000 lbs GVWR/GCWR <input checked="" type="checkbox"/>		136 Any vehicle displaying a hazardous materials placard			
	136 A vehicle designed to carry 9 or more people, including the driver <input type="checkbox"/>					
	136 Fatal Injury <input type="checkbox"/>	136 Medical Transport <input type="checkbox"/>	136 One or more vehicles towed from the scene due to disabling damage <input checked="" type="checkbox"/>			
	Unit Number 02					
	137 - Hazardous Materials Class Numbers					
	137 - Hazardous Materials "UN" Nos.		HazMat Placard Displayed	Hazardous Cargo Was Released <input type="checkbox"/>		
	137 - Name Of Hazardous Materials in this Load		137 - Name Of Hazardous Materials Released			
	139 Interstate Carrier	140 - US DOT No	140 - ICC MC No	LC No	IC No	141 - Source DRIVER
	139 - Carrier Name DERRICK JAMES ROHDE					
	142 - Carrier Address W7678 BREEZY POINT RD			City BEAVER DAM	State WI	Zip Code 53916
143 - GVWR (Lbs) 65,000	144 - Total No. of Axles 4	145 - Vehicle Configuration SINGLE-UNIT-TRUCK-3-OR-MORE-AXLES		147 - Cargo Body Type DUMP		
146 - First Event COLLISION-INVOLVING-MOTOR-VEHICLE-IN-TRANSPOR			146 - Second Event BLANK			
146 - Third Event BLANK			146 - Fourth Event BLANK			



03/23/2016 14:33

ZIMBRICK INC. BODY SHOP
AT FISH HATCHERY ROAD PH (608)273-2060 / FAX (608)277-2223
AT STOUGHTON ROAD PH (608)241-5201 / FAX (608)241-4931
AT HIGH CROSSING BLVD. PH (608)441-3475 / FAX (608)441-0502

*** PRELIMINARY ESTIMATE ***

03/25/2016 09:11 AM

Owner

Owner: ERIN MCCONLEY
Address: 1210 BLAINE DR
City State Zip: Madison, WI 53704

Work/Day: (608)417-9163
FAX:

Control Information

Deductible: None

Inspection

Inspection Date: 03/25/2016 09:10 AM
Primary Impact: Front
Driveable: No

Inspection Type:
Secondary Impact:
Rental Assisted:

Appraiser Name: Kyle Griepentrog
Address: 1601 W. Bellline Hwy
City State Zip: Madison, WI 53713
Email: kyle.griepentrog@zimbrick.com

Appraiser License # :
Work/Day: (608)230-0811
FAX: (608)277-2223

Repairer

Repairer: Zimbrick Inc.
Address: 1601 W. Bellline Hwy.

City State Zip: Madison, WI 53713

Contact:
Work/Day: (608)273-2060
FAX: (608)277-2223
Work/Day:

Target Complete Date/Time:

Days To Repair: 9

Remarks

ORIGINAL ESTIMATE IS OPEN TO HIDDEN DAMAGES AND ADDITIONAL REPAIR COSTS.
ESTIMATE IS OPEN TO PART PRICE DIFFERENCES

Vehicle

2013 Honda Civic LX 4 DR Sedan
4cyl Gasoline 1.8 VTEC
5 Speed Automatic

Lic.Plates: 520-JYA
Lic Expire:
Prod Date: 02/2013
Veh Insp# :
Condition:
Ext. Color: CRYSTAL BLACK PRL
Ext. Refinish: Two-Stage
Ext. Paint Code: NH731P

Lic State: WI
VIN: 19XFB2F58DE015720
Mileage: 65,685
Mileage Type: Actual
Code: H0333D
Int. Color:
Int. Refinish: Two-Stage
Int. Trim Code:

Options

1st Row LCD Monitor(s)	2nd Row Head Airbags	AM/FM CD Player
Air Conditioning	Alarm System	Anti-Lock Brakes
Auto Headlamp Control	Bodyside Moldings	Bucket Seats
Center Console	Cruise Control	Daytime Running Lights
Dual Airbags	Floor Mats	Halogen Headlights
Head Airbags	Intermittent Wipers	Keyless Entry System
Lighted Entry System	MP3 Decoder	Power Brakes
Power Door Locks	Power Mirrors	Power Steering
Power Windows	Rear Bench Seat	Rear View Camera
Rear Window Defroster	Rem Trunk-L/Gate Release	Reverse Sensing System
Side Airbags	Stability Cntrl Suspensn	Steel Wheels
Strg Wheel Radio Control	Tachometer	Telescopic Steering Whl
Theft Deterrent System	Tilt & Telescopic Steer	Tinted Glass
Tire Pressure Monitor	Traction Control System	Trip Computer
Velour/Cloth Seats	Wireless Audio Streaming	Wireless Phone Connect

Damages

Line	Op	Guide	MC	Description	MFR,Part No.	Price	ADJ% B%	Hours	R
1	N	12		Frt Bumper Cvr Overhau	Additional Labor			INC	SM
2	E	6	01	Cover,Front Bumper	04711TR3A70ZZ	\$331.23		2.3	SM
3	L	6	13	Cover,Front Bumper	Refinish			3.7	RF
					2.6 Surface				
					0.6 Two-stage setup				
					0.5 Two-stage				
4	RI	9		Frame,License Plate	R & I Assembly			0.2	SM
5	E	50		Grille Assembly	71121TR3A01	\$140.43		0.4	SM
6	E	60		Deflector,Frt Pnl Up	71103TR3A50	\$6.40		INC	SM
7	E	114		Moulding,Grille	71122TR3A01	\$191.67		INC	SM
8	E	33		Emblem,Grille	75700TR0000	\$24.42		0.2	SM
9	RI	54		Headlamp Assy,Halogen LT	R & I Assembly			INC	SM
10	EU	55		Headlamp Assy,Halogen RT	Replace Recycled	\$180.00*	+25.00	INC	SM
11	N	973		Headlamps Aim	Additional Labor			0.4	SM
12	E	83	01	Panel,Hood	60100TR3A50ZZ	\$512.08		1.2	SM
13	L	83		Panel,Hood	Refinish			4.3	RF
					2.6 Surface				
					1.0 Edge				
					0.7 Two-stage				
14	E	87		Catch,Hood Safety	74120TR0A01	\$50.17		0.3	SM
15	E	84		Hinge,Hood Panel LT	60170TR0A00ZZ	\$55.85		2.0	SM
16	L	84		Hinge,Hood Panel LT	Refinish			0.4	RF
					0.3 Surface				
					0.1 Two-stage				
17	E	85		Hinge,Hood Panel RT	60120TR0A00ZZ	\$55.85		1.8	SM
18	L	85		Hinge,Hood Panel RT	Refinish			0.4	RF
					0.3 Surface				
					0.1 Two-stage				
19	RI	101		Pad,Insulator Hood	R & I Assembly			0.3	SM
20	E	49	01	Label,Hood	17277R1AA00	\$2.37		0.1	SM
21	E	740		Label,Hood	80050TR0H00	\$1.85		0.1	SM
22	I	76	07	Panel,Radiator Side LT	Repair			2.0*	SM
23	L	76	10	Panel,Radiator Side LT	Refinish			0.2*	RF
					0.1 Surface				
					0.1 Two-stage				
24	I	77	07	Panel,Radiator Side RT	Repair			2.0*	SM
25	L	77	10	Panel,Radiator Side RT	Refinish			0.2*	RF

			0.1 Surface					
			0.1 Two-stage					
26	E	92	Crsmbr,Rad Panel Up	04602TR3A00ZZ	\$177.50		0.4	SM
27	L	92	Crsmbr,Rad Panel Up	Refinish			0.4	RF
			0.3 Surface					
			0.1 Two-stage					
28	E	74	Cover,Rad Supt Panel	71125TR3A01	\$50.42		INC	SM
29	E	104	Fender,Front RT	60211TR6305ZZ	\$214.35		0.3	SM
30	L	104	Fender,Front RT	Refinish			2.9	RF
			1.9 Surface					
			0.5 Edge					
			0.5 Two-stage					
31	E	273	Pnl,Cowl Side Trim LT	74220TR3A00	\$108.35		INC	SM
32	RI	174	Mldg,Pillar Finish LT	R & I Assembly			INC	SM
33	EC		Flex Additive	Replace Economy	\$5.00*			RF
34	N		Corrosion Protection	Additional Labor	\$10.00*		0.3*	SM*
35	N		Hazardous Waste Removal	Additional Labor	\$3.00*			SM
36	N		Cover Car Exterior	Additional Labor	\$5.00*			SM
37	N		Body pull	Additional Labor			1.0*	SM*
38	N		TRAM MEASURE FRONT END	Additional Labor			1.0*	SM*
38 Items								

MC Message

01	CALL DEALER FOR EXACT PART # / PRICE
07	STRUCTURAL PART AS IDENTIFIED BY I-CAR
10	INCLUDES AUDATEX TIME TO CLEAR ENTIRE PANEL
13	INCLUDES 0.6 HOURS FIRST PANEL TWO-STAGE ALLOWANCE

Estimate Total & Entries

Gross Parts		\$1,922.94	
Other Parts		\$203.00	
Paint & Materials	12.5 Hours @ \$38.00	\$475.00	
Line Item Markup		\$45.00	
Parts & Material Total			\$2,645.94
Tax on Parts & Material	@ 5.500%		\$145.53

Labor	Rate	Replace Hrs	Repair Hrs	Total Hrs		
Sheet Metal (SM)	\$58.00	9.6	6.7	16.3	\$945.40	
Mech/Elec (ME)	\$120.00					
Frame (FR)	\$85.00					
Refinish (RF)	\$58.00	12.5		12.5	\$725.00	
Labor Total				28.8 Hours		\$1,670.40
Tax on Labor		@ 5.500%			\$91.87	
Gross Total						\$4,553.74
Less: Deductible						None-
Net Total						\$4,553.74

Alternate Parts Y/00/00/00/00/00 CUM 00/00/00/00/00 Zip Code: 53713 Default
Recycled Parts NOT APPLICABLE
Rate Name Default

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2.8 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF ONE OR MORE REPLACEMENT PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE REPLACEMENT PARTS RATHER THAN BY THE MANUFACTURER OF YOUR MOTOR VEHICLE.

Op Codes

* = User-Entered Value	E = Replace OEM	NG = Replace NAGS
EC = Replace Economy	OE = Replace PXN OE Srpls	UE = Replace OE Surplus
ET = Partial Replace Labor	EP = Replace PXN	EU = Replace Recycled
TE = Partial Replace Price	PM = Replace PXN Reman/Reblt	UM = Replace Reman/Rebuilt
L = Refinish	PC = Replace PXN Reconditioned	UC = Replace Reconditioned
TT = Two-Tone	SB = Sublet Repair	N = Additional Labor
BR = Blend Refinish	I = Repair	IT = Partial Repair
CG = Chipguard	RI = R & I Assembly	P = Check
AA = Appearance Allowance	RP = Related Prior Damage	



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